

**The Orleans County Local Development Corporation  
Board of Directors Meeting**

**February 1, 2024**

**121 N Main St., 2<sup>nd</sup> Floor, Albion, New York  
Board Room  
8:30 a.m.**

**Directors Present:**

John Misiti, Chairman  
Bill Eick, Director  
Skip Draper, Director  
Fred Miller, Director

**Directors Absent:**

Kathy Blackburn, Secretary  
Laura Bentley, Treasurer

**Also Present:**

Michael Dobell, CEO/CFO OEDA  
Matt Holland, OEDA Admin/MAP Manager  
Gabrielle Barone, Vice President Business Development  
Kevin Zanner, Hurwitz Fine P.C., Legal Counsel (via Zoom)

The meeting was called to order by Chairman John Misiti at 8:32 am.

**I. Roll Call**

Matt Holland called the roll of Board members. John Misiti, Skip Draper, Fred Miller, and Bill Eick were present, constituting a quorum of the Board.

**II. Approval of Previous OCLDC Board Meeting Minutes December 7, 2023**

The December 7th, 2023 Board meeting minutes were reviewed by the Board. A motion was made by Fred Miller to accept the meeting minutes as presented. The motion was seconded by Kathy Blackburn and unanimously carried.

**III. Financials**

**Consider the Acceptance of the OCLDC Monthly Financial Report**

Michael Dobell presented the OCLDC financial report for the period ending December 31, 2023. The HUD unrestricted account balance as of 12/31/23 is \$10,565.05, and the money market account has a balance of \$85,263.79. Michael reviewed the OCLDC Balance Sheet and Profit & Loss reports.

Motion to accept the financial report made by Bill Eick, seconded by Fred Miller. Motion unanimously carried.

**IV. Legal---** No report.

**V. Executive Session.** None.

**VI. Loans/Grants**

**Loans Aging Report**

Matt Holland reviewed the Loan Aging Report with the Board. There was discussion regarding businesses that are delinquent on OCLDC loan payments and the protocols for contacting borrowers that are not responding to late payment notices.

Matt continues to work on the Serenity Spa MAP grant. The company has finished making equity purchases and after some delays will soon complete hiring requirements. After all requirements are met, the OCLDC and Serenity Spa will sign the required grant documentation for the \$35,000 in program grant funding.

**VII. Operations—**No report.

**VIII. Projects-**No report.

**IX. Old Business-**

**New Board Member Search-** The Board continued a discussion from a previous meeting about filling the vacant Board seat. A possible candidate was contacted but after due consideration, declined to join the Board.

**X. New Business**

**Approval for application of \$300,000 CDBG funding to continue MAP Grant Program- Motion**

Michael and Matt reviewed a previous CDBG grant application with the OCLDC board to discuss changes to grant applicant criteria and the overall reporting process that occurs after a grant is awarded. The Board discussed the 10% equity requirement, quarterly financial reports, and on-site check-ups with MAP grant recipients.

At the conclusion of the discussion, a motion to apply to CDBG for \$300,000 for the continuation of the MAP Grant program was made by Skip Draper and seconded by Bill Eick. Motion unanimously carried.

### **Complete Board Evaluations**

Michael reminded the Board to complete the 2023 annual board evaluations attached to the Board meeting packet.

### **Motion to Adjourn**

Motion to adjourn subject to Chairman's recall made by Skip Draper, seconded by Fred Miller and unanimously carried at 9:01 a.m.

Respectfully Submitted,

Matt Holland