

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

**December 7th, 2023**

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

**Directors Present:**

John Misiti, Chairman  
Kathy Blackburn, Secretary  
Bill Eick, Director  
Laura Bentley, Treasurer  
Skip Draper, Director  
Fred Miller, Director

**Directors Absent:** [None]

**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 8:30 am.

**I. Roll Call**

Matt Holland called the roll of Board members. John Misiti, Skip Draper, Kathy Blackburn, Laura Bentley, and Skip Draper were present, constituting a quorum of the Board. Fred Miller and Bill Eick joined the meeting at 8:03 a.m. during the presentation of the financial report.

**II. Approval of Previous OCLDC Board Meeting Minutes October 5th, 2023**

The October 5th, 2023 Board meeting minutes were reviewed by the Board. A motion was made to accept the meeting minutes as presented by Skip Draper, seconded by Kathy Blackburn. Motion unanimously carried.

**III. Financials**

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

Michael Dobell presented the OCLDC financial report for the period ending November 30<sup>th</sup>, 2023. The HUD unrestricted account balance as of 11/30/23 is \$9,130.07, and the money market account has a balance of \$87,244.70. Michael reviewed the OCLDC Balance Sheet and Profit & Loss reports. There was discussion that after January 1<sup>st</sup> changes would be made to the accounting entries in QuickBooks so that they better reflect loan payments from revenue streams.

Motion to accept the financial report made by Kathy Blackburn, seconded by Skip Draper. 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. Matt will continue outreach with these businesses to catch up on delinquency.

Matt is currently working on Serenity Spa's MAP grant. The company has finished making equity purchases and will soon be signing contracts for making purchases with the \$35,000 in grant funding.

Matt Holland and Michael Dobell then updated the Board regarding the OCLDC Finance Committee meeting on November 14<sup>th</sup>. At that meeting, the committee discussed including additional controls within the MAP grant program to be implemented when H.R. Sichertman and Company write the grant for the next round of funding. These program modifications include but are not limited to establishing a higher standard for business plans, not allowing equity purchases on credit cards, and regular checkups after grant approval. The SBDC, SBA, and SCORE will have an increased involvement in check-ups after grant funding has been spent. The OCLDC intends to apply for the full amount of grant funding available through OCR.

**VII. Operations—**No Report.

**VIII. Projects-**No report.

**IX. Old Business-**

**New Board Member Search-** The Board discussed searching for a new OCLDC Board member to fill Jeffrey Martin's vacant seat. By-laws dictate that the next Board member should be from the eastern half of the county to meet requirements for Board composition.

## **X. New Business**

### **Consider the 2024 Meeting Schedule for the OCLDC- Motion**

Michael Dobell presented the 2024 OCLDC meeting schedule to the Board for approval.

Motion to approve the 2024 OCLDC Meeting Schedule made by Bill Eick seconded by Kathy Blackburn. Motion unanimously carried.

### **Consider the OCLDC Budget for 2024 – Motion**

Michael presented the 2024 OCLDC Budget to the Board for approval. Michael reviewed the revenue streams and LDC costs and how they influence the overall budget. The MAP class being postponed until Fall 2024 reduced the amount of professional fees and other costs in the Spring of 2024. An increase in marketing is budgeted for the launch of the MAP class later in the fall.

Motion to accept the 2024 OCLDC Budget for 2024 made by Bill Eick, seconded by Kathy Blackburn. Motion unanimously carried.

### **Consider EFPR Group for Audit Services- Motion**

Michael Dobell presented EFPR Group's five-year proposal for the Board's consideration. Michael explained the benefits of a five-year contract versus a three-year contract with EFPR Group.

Motion to accept EFPR Group's proposal and retain their auditing services for a five-year contract made by Fred Miller, seconded by Kathy Blackburn. Motion unanimously carried.

### **Village of Medina and Village of Albion Abandoned Building Codes**

Skip Draper notified the OCLDC Board of a meeting scheduled in Medina on 12/07/23 at 7PM, discussing codes charging owners for abandoned buildings and unused property. Skip asked if the LDC could participate in these discussions.

### **Motion to Adjourn**

Motion to adjourn subject to Chairman's recall made by Skip Draper, seconded by Bill Eick and unanimously carried at 9:12 a.m.

Respectfully Submitted,

Matt Holland