



ECONOMIC DEVELOPMENT CORPORATION

Tuesday, March 16, 2021

Board Members Present	Board Members Excused
Robert Solenne, Chair	Karen Parkhurst
Joseph Bridgeford, Vice Chair	Kevin Hill, Treasurer
Supervisor Fred Lightfoote	
David Bunnell, Secretary	
Supervisor Fred Wille	Guests
Erica Wright	John Rynkiewicz, Mengel Metzger Barr & Co, LLP
Walt Matyjas	Michael DeBadts, Mengel Metzger Barr & Co, LLP
Supervisor Peter Ingalsbe	
Lynn Freid	
Non-Board Members Present	
Mike Manikowski, Executive Director	
Suzanne Vary, Staff	
Michael Wojcik, CFO	Contract Staff
Jessica Kazmark, Staff	James Coniglio, Underberg & Kessler
Brigitte Larson, Staff	
Bob Mincer, Staff	

CALL TO ORDER: Robert Solenne called the meeting to order at 8:30 a.m. A quorum was present.

OLD BUSINESS:

OCEDC / GFLRPC Partnership:

Mike Manikowski and Suzanne Vary gave the Board a brief update regarding the EDC/GFLRPC partnership. It was discussed that the GFLRPC may be de-federalizing their loan fund. This would remove some federal regulations and the EDC may be able to reclaim some previous funding.

ADMINISTRATION:

February 9, 2021 Minutes:

Rob Solenne presented the February 9, 2021 minutes for approval as presented. Supervisor Fred Lightfoote made a motion to approve the February 9, 2021 minutes as presented. Joe Bridgeford seconded the motion. Motion carried.

Annual Report:

Mike Manikowski presented the 2020 Annual Report to the Board. The report was completed by Dixon Schwabl and includes an infographic display. Mike also shared that he is very pleased with the report this year and that considering the ongoing pandemic the EDC had a record year. The 2020 scorecard reflects that and the annual report will be showcased on the website. It was also discussed that Ontario County is ranked #2 in the nation for economic diversity.

Supervisor Fred Lightfoote made a motion to approve the 2020 Annual Report as presented. Erica Wright seconded the motion. Unanimously approved. Motion carried.

Slate of Officers:

Suzanne Vary explained to the Board that the Governance Committee met and presented the following recommendations:

Reappointments:

- Karen Parkhurst – 3 years
- Kevin Hill – 3 years
- Erica Wright – 3 years
- Joe Bridgeford – 2 years
- Lynn Fried – 2 years

Slate of Officers: (annually)

- Chair – Rob Sollenne
- Vice Chair – Erica Wright
- Secretary – David Bunnell
- Treasurer – Kevin Hill

Committee Assignments: (annually)

- Governance Committee
 - Joe Bridgeford
 - Supervisor Fred Lightfoote
 - Lynn Fried
- Audit Committee
 - Kevin Hill
 - David Bunnell
 - Supervisor Fred Wille
- Finance Committee
 - Karen Parkhurst
 - Rob Sollenne
 - Walt Matyjas
- Small Business Committee
 - Karen Parkhurst
 - Erica Wright
 - Supervisor Peter Ingalsbe
- FTZ Advisory Board
 - Karen Parkhurst

Walt Matyjas made a blanket motion to approve the recommended Reappointments, Slate of Officers, and Committee Assignments. Joe Bridgeford seconded the motion. Motion unanimously carried.

12/31/20 Audited Financial Statements and PARIS Report/Accountant's Management Letter:

Michael Wojcik introduced John Rynkiewicz and Michael Debadts from Mengel Metzgar Barr, CPAs. The OCEDC Audit Committee met last week and reviewed the Financial Statements and PARIS Report.

John reported a clean Management Letter. John noted that there were no material weaknesses with one suggestion of reviewing bank statements monthly instead of semi-annually. The ongoing pandemic was taken into consideration.

Erica Wright made a motion to accept the results of the 12/31/20 Audited Financial Report and PARIS Report and the Accountant's Management Letter. Supervisor Peter Ingalsbe seconded the motion. Motion unanimously carried.

Mission Statement and Measurement Report/Annual Procurement Report/Real Property Report/Management's Internal Control Assessment Report:

Michael Wojcik presented the Mission Statement and Measurement Report, Annual Procurement Report, and Management's Internal Control Assessment Report for Board approval noting that these are annual requirements from the ABO.

Supervisor Fred Lightfoote made a motion to approve the Mission Statement and Measurement Report. Unanimously approved. Motion carried.

Supervisor Peter Ingalsbe made a motion to approve the Management's Internal Control Assessment Report as presented. Supervisor Fred Wille seconded the motion. Unanimously approved. Motion carried.

Form 990/CHAR 900:

Michael Wojcik explained both forms to the Board and indicated that the forms are due May 15th. The Forms will be distributed to the Board for review at the May meeting, prior to filing which will cost \$275.

Annual Board Survey:

Suzanne Vary thanked the Board for their participation, stating that ten members completed the Annual Survey required by the ABO. Sue reviewed the survey results and shared a few comments that were received. It was discussed that on future agendas there should be a "New Business" section where members may ask questions or give comments.

Joe Bridgeford made a motion to accept the Annual Board Survey results as presented. Walt Matyjas seconded the motion. Unanimously approved. Motion carried.

Invoices for Payment:

Michael Wojcik reviewed and submitted the invoices for payment for approval, which included 2 invoices totaling \$400.

Supervisor Fred Wille made a motion to approve the invoices for payment. Erica Wright seconded the motion. Motion unanimously carried.

New Business:

Supervisor Fred Wille commented on the Annual Report and commended the Staff for their work and strong communication throughout the year.

Walt Matyjas commented on how he hopes the Board can meet in person in the next few months.

Joe Bridgeford shared that this month marks the 10 year anniversary of the OCEDC.

Rob Sollenne stated that the next EDC meeting is scheduled for April 13th.

ADJOURNMENT:

Supervisor Fred Lightfoote made the motion to adjourn the meeting at 9:12 a.m. Supervisor Peter Ingalsbe seconded the motion. Motion unanimously carried.

Respectfully submitted,

Brigitte Larson, Staff