

# Ontario County Local Development Corporation

## AGENDA

March 25, 2019

4:45 p.m.

20 Ontario Street, Canandaigua, NY 14424

(2<sup>nd</sup> floor Conference Room, Room 200)

**CALL TO ORDER**.....Mike Davis

### **ADMINISTRATION:**

Approval of Oct. 29, 2018 meeting minutes..... Mike Davis  
2019 Master Agreement.....Michael Wojcik  
2018 Annual Report..... Brian Moore/Kim Allen  
12/31/18 Audited Financial Statements and PARIS report.....Tom Lauffer  
Accountant's Management Letter.....Tom Lauffer  
Letter of Communication.....Tom Lauffer  
Annual Procurement Report.....Michael Wojcik  
Management's Internal Control Assessment Report.....Michael Wojcik  
LDC Mission Statement and Measurement Report.....Michael Wojcik  
Real Property Report.....Michael Wojcik  
Banking (Investment) Report.....Michael Wojcik  
Policies & Procedure Amendments.....Michael Wojcik  
Invoices for payment.....Jessica Kazmark

**ADJOURNMENT**.....Mike Davis

*Next Regular Meeting is TBD*

### **Quorum (confirmation required):**

Mike Davis, Chairman  
Laura Pedersen, Secretary  
Kelly Mittiga  
Lewis Zulick, Treasurer  
Don Culeton  
Supervisor Jeff Gallahan

### **Members Excused:**

Brad Braddon

### **Guests:**

Brian Young, Deputy County Administrator

### **Non-Members Present:**

Mike Manikowski, CEO  
Michael Wojcik, CFO  
Jessica Kazmark, Staff  
Brigitte Larson, Staff  
Bob Mincer, Staff

### **Contract Staff:**

James Coniglio, Underberg & Kessler  
Barry Carrigan, Nixon Peabody

