



INDUSTRIAL DEVELOPMENT AGENCY

ONTARIO COUNTY INDUSTRIAL DEVELOPMENT AGENCY ONTARIO COUNTY LOCAL DEVELOPMENT CORP. GOVERNANCE COMMITTEES

Minutes – May 13, 2016
20 Ontario Street, Suite 106B
Canandaigua, NY

Members Present:

David Reh, Chair
Laura Pedersen

Non-Members Present:

Suzanne Vary
Mike Manikowski

Members Excused:

Lyell Galbraith
Gerald Archibald

Chairman Dave Reh called the meeting of Governance Committees to order at 3:10 p.m. A quorum was not present.

Minutes: As a quorum was not present, no action was taken.

General Business

Committee Assignments: Committee assignments were reviewed, and Audit and Airport Committee assignments were good. For Governance, staff is to check with outside members to see if they wish to continue on the Committee. The Committee asked Mike Manikowski to ask Andy Molodetz if he would serve on the Governance Committee. As Lyell Galbraith is now retired, the Committee discussed a possible outside attorney candidates; and Mike recommends asking Russ Kenyon if he would serve.

Proposed changes to By-Laws: Suzanne Vary reviewed proposed changes to the By-Laws. David Reh pointed out that the Board of Supervisors make an annual appointment from their membership, and all other Board members have a six year term. Language to this effect will be added. As the County is emphasizing succession planning, the other proposed change is to add a Deputy Executive Director in case of the absence of the Executive Director. *Laura Pedersen moved and Dave Reh seconded a motion to recommend the proposed By-Law changes discussed. Unanimously passed.*

Proposed changes to the Policies & Procedures Manual: Changes to the Policies and Procedures Manual proposed by Michael Wojcik were reviewed. Changes include designating the Economic Development Specialist as Deputy Director, listing meeting notifications on the County website, following ABO guidelines

for the website, changing the Federal and DOT single audit trigger amount from \$500,000 to \$750,000, changing purchasing guidelines, and defining procurement impermissible contact. Dave Reh questioned why the depreciation schedule did not go up to 40 years and how the runway at D-38 is depreciated. Staff will check with Michael Wojcik, and provide an answer at the IDA meeting. *David Reh moved to recommend the proposed changes to the OCIDA Board and Laura Pedersen seconded the motion. Unanimously approved.*

The meeting adjourned at 4:00 p.m.

Respectfully submitted,
Suzanne Vary

DRAFT