

ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION

Annual Meeting Minutes
Monday, March 26, 2018
Second Floor Conference Room
20 Ontario Street
Canandaigua, NY 14424

Members Present	Members Excused
Mike Davis, Chair	Dave Reh, Member
Andy Molodetz, Vice Chair	Lew Zulick, Treasurer
Laura Pedersen, Secretary	Supervisor Jeff Gallahan, Member
Kelly Mittiga, Member	
	Guests
Staff Present	Contract Staff
Mike Manikowski, Executive Director	James Coniglio, Underberg & Kessler
Michael Wojcik, CFO	Bill Weir, Nixon Peabody
Suzanne Vary, Staff	

CALL TO ORDER:

Chair Mike Davis called the meeting to order at 4:45 pm. A quorum was present.

ADMINISTRATION:

Approval of January 22, 2018 Minutes: Mike Davis presented the January 22, 2018 minutes for approval.

Andy Molodetz motioned to accept the January 22, 2018 minutes. Laura Pedersen seconded the motion. Unanimously carried.

OCEDC Request:

Mike Manikowski introduced a letter from the OCEDC to the OCLDC requesting funds for workforce development. Jim Coniglio explained that OCEDC is using funds intended for loans for workforce development purposes, thus reducing the amount they can loan to businesses for expansion purposes. Andy Molodetz inquired about the amount requested, and Mike replied that the OCEDC asked for \$100,000.

Andy Molodetz motioned to fund workforce development through the OCEDC with \$100,000 requested. Laura Pedersen seconded the motion. Unanimously approved. Counsel was asked to draw up a contract for this purpose.

Annual Report: Suzanne Vary noted that Board members received the Annual Report with Board packets, and asked if there were any questions. This will be posted on the County website and in PARIS. *Kelly Mittiga motioned to approve the Annual Report and Laura Pedersen seconded the motion. Unanimously approved.*

Audited Financial Statements and PARIS Report: Michael Wojcik noted an unmodified, clean audit report. There were no material weaknesses and no significant deficiencies. He reviewed the Financial Statements with the Board.

Accountants Letter of Communication and Management Letter: Michael Wojcik reviewed the Accountants Letter of Communication and the Management Letter.

Reports: Michael Wojcik reviewed the following reports to the Board:

- Management's Internal Control Assessment Report
- LDC Mission Statement and Measurement Report
- Annual Procurement Report - It was noted that no vendor incurred over \$5,000. This will be submitted as a separate report to the ABO.
- LDC Annual Real Estate Report - It was noted that the LDC does not own any real estate.

Michael Wojcik informed the Board that all the reports will be posted on the website as required by the NYS Authorities Budget Office (ABO).

Laura Pedersen made a motion to block and accept the Audited Financial Statements and PARIS Report, Accountants Letter of Communication, Management Letter, the Management's Internal Control Assessment Report, the LDC Mission Statement and Measurement Report, the Annual Procurement Report and the Annual Real Estate Report. Andy Molodetz seconded the motion. Unanimously approved.

Grown the Agricultural Intellect Sponsorship: Suzanne Vary explained that this is the same funding that the OCIDA approved at their last meeting, but later found that the OCIDA cannot sponsor events. Therefore, she asked the OCLDC to sponsor 4 buses in the total amount of \$1200 to help Ontario County school districts transport students to this event.

Laura Pedersen motioned to sponsor 4 buses at \$300 each for a total amount of \$1200.00, and Andy Molodetz seconded the motion. Unanimously carried.

Invoices for Payment: Michael Wojcik presented invoices in the amount of \$8,268.50 for payment. *Laura Pedersen made a motion to accept the invoices presented. Kelly Mittiga seconded the motion. Motion unanimously carried.*

ADJOURNMENT:

Andy Molodetz motioned to adjourn the meeting at 4:55 pm and was seconded by Kelly Mittiga. Motion unanimously carried.

Respectfully submitted,

Suzanne Vary