

LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by 

MINUTES
LIVINGSTON COUNTY CAPITAL RESOURCE CORPORATION
ANNUAL MEETING
Friday, March 11, 2016
Livingston County Government Center, Room 205
Geneseo, NY

Members Attending: W. Bacon, S. Boscoe, E. Gott, G. Moore, R. Smith and P. Yendell

Members Excused: P. Brooks

Staff Attending: M. Wheeler, L. Wadsworth and T. Connell

Guests Attending: E. Russell, Esq., K. Beach, CPA and A. Wood, CPA from EFPR Group

Annual Meeting

Mr. Bacon called the Annual Meeting of the Livingston County Capital Resource Corporation to order at 11:33 AM and welcomed Kristie Beach, and Amanda Wood, CPA from EFP Rotenberg.

Audit & Finance Committee

Mr. Bacon called the Audit & Finance Committee meeting to order as a Committee of the Whole.

Ms. Beach and Ms. Wood presented the review of the 2015 Financial Statements. Ms. Beach reviewed the required communication letters, income statement and balance sheet. There was no activity for the Corporation during 2015.

The Management Letter is a report on internal controls and states that there are no material weaknesses or significant deficiencies. There were no difficulties encountered when performing audit and there were no disagreements with management during audit.

There are still open items related to PARIS reporting. All will be completed by the March 31, 2016 reporting deadline.

EFPR Group will be issuing unmodified (clean) opinion which is the highest opinion that can be given.

A motion was made by Mr. Yendell, seconded by Mr. Boscoe to accept the Audit Report and recommend approval of the Report. All in favor. Carried.



Livingston County Capital Resource Corporation
6 Court Street, Room 306, Geneseo, New York 14454
585-243-7124 | info@LivingstonCountyDevelopment.com

Members reviewed the Compensation, Reimbursement, and Attendance Policy; Investment and Deposit Policy; Procurement Policy; and Property Disposition Policy.
A motion was made by Mr. Moore, to adopt the policies with no changes, seconded by Mr. Boscoe. All in favor. Carried.

Members reviewed the Assessment of the Effectiveness of Internal Controls for the Agency.
A motion was made by Mr. Yendell to accept the document with no changes. Seconded by Mr. Smith. All in favor. Carried.

Governance Committee

Mr. Bacon called the Governance Committee meeting to order as a Committee of the Whole.

Members reviewed the By-laws; Code of Ethics; Defense and Indemnification Policy; Fee Policy, Travel Policy; and Whistleblower Policy.

A motion was made by Mr. Yendell, to adopt policies with no changes, seconded by Mr. Smith. All in favor. Carried

Members reviewed the Public Authority Mission Statement and Measurements report and completed the Governance Certification.

A motion was made by Mr. Moore to accept the report with no changes. Seconded by Mr. Yendell. All in favor. Carried.

Members reviewed the Authority Self-Evaluation of Prior Year Performance.

A motion was made by Mr. Boscoe to accept the report with no changes. Seconded by Mr. Yendell. All in favor. Carried.

Annual Meeting

A list of current officers and designations of the Corporation was reviewed.

2016 ROSTER

Livingston County Capital Resource Corporation

Board of Directors

Chairman

Philip Brooks

Vice Chairman

William Bacon

Members

Eric Gott
Gary Moore
J. Peter Yendell

Treasurer

Steven Boscoe

Secretary

Robert Smith

Board Committees



Livingston County Capital Resource Corporation
6 Court Street, Room 306, Geneseo, New York 14454
585-243-7124 | info@LivingstonCountyDevelopment.com

Governance

Robert Smith
Philip Brooks
Eric Gott
Gary Moore

Audit & Finance

William Bacon
Terrance Donegan
Steven Boscoe
J.Peter Yendell

Other Board Appointments

Public Information Officer

Vacant

Independent Auditor

EFP Rotenberg, LLP

Procurement Officer

Vacant

Official Newspapers

Genesee Country Express
Livingston County News

Staff

Executive Director

Vacant

Deputy Executive Director

Maureen Wheeler

Chief Financial Officer

Terrence Donegan

Legal Counsel

Counsel

James Coniglio, ESQ
Underberg & Kessler, LLP

Alternate Counsel

William F. Weir, ESQ
Nixon Peabody

Official Funds Depositories

Community Bank N.A.

Five Star Bank

Steuben Trust Company

A motion was made by Mr. Smith, to adopt the foregoing officers and designations. Seconded by Mr. Gott. All in Favor. Adopted.

A list of the 2016 meeting dates was reviewed by the Agency.

2016 PROPOSED MEETING DATES

Livingston County Capital Resource Corporation

January 8, 2016 – Government Center, Room 205

February 5, 2016 – Government Center, Room 205



Livingston County Capital Resource Corporation
6 Court Street, Room 306, Geneseo, New York 14454
585-243-7124 | info@LivingstonCountyDevelopment.com

March 11, 2016 – Government Center, Room 205
April 1, 2016 – Government Center, Room 205
May 6, 2016 – Government Center, Room 205
June 3, 2016 – Government Center, Room 205
July 8, 2016 – Government Center, Room 205
August 5, 2016 – Government Center, Room 205
September 9, 2016 – Government Center, Room 205
October 7, 2016 – Government Center, Room 205
November 4, 2016 – Government Center, Room 205
December 2, 2016 – Government Center, Room 205

A motion was made by Mr. Yendell to accept the list of 2016 regular meeting dates. Seconded by Mr. Boscoe. All in favor. Carried.

Ms. Wheeler reviewed the summary of results for the confidential evaluation of Board Performance survey.
A motion was made by Mr. Gott to accept and send the results to the Authorities Budget Office. Seconded by Mr. Boscoe. All in favor. Carried.

Ms. Wheeler advised that PARIS reports are currently being worked on and will be sent to Board Members for approval prior to March 31st submittal.

APPROVAL OF MINUTES

A motion was made by Mr. Moore to approve the December 4, 2015 Meeting Minutes, seconded by Mr. Boscoe. All in favor. Carried.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Gott, to adjourn the meeting at 11:36 PM, seconded by Mr. Yendell. All in favor. Carried.

Respectfully submitted,



Tessa Connell
Senior Account Clerk/Typist

