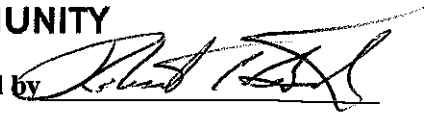


LIVINGSTON COUNTY DEVELOPMENT

ECONOMIC • INDUSTRIAL • COMMUNITY

Approved by



MINUTES
LIVINGSTON COUNTY DEVELOPMENT 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 Development Corporation to order at 11:01 AM and welcomed Kristie Beach, and Amanda Wood, CPA from EFPR Group.

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.

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. Ms. Beach stated that the Development Corporation is a well run organization operating the way that it should in a highly regulated environment. The control systems in place are good. Ms. Beach stated that the internal team does a great job and that the information presented to board is accurate enabling the board to make accurate financial decisions.



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

Members reviewed the Compensation, Reimbursement, and Attendance Policy; Investment and Deposit Policy; Procurement Policy; Property Disposition Policy.

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

Members reviewed the Assessment of the Effectiveness of Internal Controls for the Agency.

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

Governance Committee

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

Members reviewed the Anti-Nepotism Policy; By-Laws; Codes of Conduct; Code of Ethics; Defense and Indemnification Policy; Diversity Policy; Supervision and Performance Evaluation Policy; Travel Policy; and the Whistleblower Policy.

A motion was made by Mr. Yendell, to adopt policies with no changes, seconded by Mr. Moore. 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. Gott to accept the report with no changes. Seconded by Mr. Boscoe. 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 Agency was reviewed.

2016 ROSTER

Livingston County Development Corporation



Chairman

Philip Brooks

Vice Chairman

William Bacon

Members

Eric Gott

Gary Moore

J. Peter Yendell

Treasurer

Steven Boscoe

Secretary

Robert Smith



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Governance

Robert Smith
Philip Brooks
Eric Gott
Gary Moore

Audit & Finance

William Bacon
Terrance Donegan
Steven Boscoe
J.Peter Yendell

Public Information Officer

Vacant

Independent Auditor

EFP Rotenberg, LLP

Procurement Officer

Vacant

Official Newspapers

Genesee Country Express
Livingston County News

Executive Director

Vacant

Deputy Executive Director

Maureen Wheeler

Chief Financial Officer

Terrence Donegan

Counsel

James Coniglio, ESQ
Underberg & Kessler, LLP

Alternate Counsel

William F. Weir, ESQ
Nixon Peabody

Community Bank N.A.

Five Star Bank

Steuben Trust Company

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

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

2016 PROPOSED MEETING DATES
Livingston County Development Corporation



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January 8, 2016 – Government Center, Room 205
February 5, 2016 – Government Center, Room 205
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. Yendell. 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. Gott to approve the February 5, 2016 Meeting Minutes, seconded by Mr. Boscoe. All in favor. Carried.

TREASURER'S REPORT

Ms. Wheeler reviewed the financial statements for the period ending February 29, 2016 for the Agency.
A motion was made by Mr. Smith, seconded by Mr. Yendell, to accept the Treasurer's Report for the period ending February 29, 2016. Carried.

COMMUNICATIONS & CORRESPONDENCE

Ms. Wheeler noted that the agency received a request to sponsor the 19th Annual Farmer Neighbor Evening.
A motion was made by Mr. Gott to sponsor \$350. Seconded by Mr. Moore. All in favor. Carried.

REVOLVING LOAN FUND

Ms. Wheeler reviewed the aging report.
A motion was made by Mr. Gott, seconded by Mr. Yendell, to accept the Aging Report for the period ending



February 29, 2016. Carried.

Ms. Wheeler reported that the agency received an order of discharge for the loan under Michael and Constance Eadie.

OLD BUSINESS

Economic Gardening Update

Mr. Bacon and Ms. Wheeler reported that during a luncheon with Senator Gallivan and GRE it was decided that the full \$250,000 will go to GRE due to the fact that they have experience working with the Edward Lowe Foundation and guiding companies through the economic gardening process. \$100,000 of this amount will be dedicated to Livingston and Wyoming Counties. Phase I of this process will be helping GRE identify manufacturing companies in Livingston County that would benefit from Economic Gardening. Communications with GRE and the Edward Lowe Foundation will continue regarding the possibility of scaling the model down to accommodate downtown businesses as well. GRE is currently in the process of working with Empire State Development to execute a contract document before the agency moves forward with Phase I. Ms. Wheeler advised members to let her know if they have ideas for companies in the County that would be a good fit for this program.

Strategic Plan Update

Ms. Wheeler reported that the Consultants from Hunt Engineers were here this past week and conducted many one on one interviews. They also participated in several themed focus groups and met with representatives for agriculture, manufacturing, tourism, higher education and investment and development. The next steering committee meeting is March 17th where the consultants will be presenting the results from the interviews and focus groups. A draft plan should be completed in April.

NEW BUSINESS

A motion was made by Mr. Smith to enter into executive session under Public Officers Law; article 7 Open Meeting Law to discuss the financial history of a particular Corporation at 11:19 AM, seconded by Mr. Moore. All in favor. Carried. Members, staff and counsel remained.

REPORT OF EXECUTIVE SESSION

The Livingston County Industrial Development Agency having met in executive session hereby reports as follows: the board took no action.

A motion was made by Mr. Yendell to utilize H. Sicherman/the Harrison Studio to write CDBG applications for two Livingston County Companies. Seconded by Mr. Boscoe. All in favor. Carried.

OTHER BUSINESS

Mr. Gott reported that there has been some concern from members of the public that the Board of Supervisors may not be supporting the Downtown Villages program anymore. Mr. Gott wanted to make sure it's clear that this program is not being discontinued, and that the messaging to the Villages is consistent.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Boscoe, to adjourn the meeting at 11:33 PM, seconded by Mr. Yendell. All in favor. Carried.



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Respectfully submitted,



Tessa Connell
Senior Account Clerk/Typist



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