



Livingston County Economic Development
Livingston County Government Center
6 Court Street, Room 306
Geneseo, New York 14454

t: 585.243.7124 | f: 585.243.7126
info@LivingstonCountyDevelopment.com
www.LivingstonCountyDevelopment.com

Approved by

A handwritten signature in black ink, appearing to be "R. A. Smith", written over a horizontal line.

MINUTES
LIVINGSTON COUNTY CAPITAL RESOURCE CORPORATION
Wednesday, March 7, 2018

Livingston County Government Center, Room 205
Geneseo, NY 14454

Members Attending: G. Moore; R. Smith; E. Gott; L. Lane

Members Absent: P. Brooks

Staff Attending: W. Bacon; M. Wheeler; L. Wadsworth; T. Taylor

Guests Attending: J. Coniglio, Esq., Randall Shepard, The Bonadio Group.

Vice Chairman Moore welcomed members and guests and called the meeting to order at 1:35 PM.

AUDIT & FINANCE COMMITTEE

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

Presentation of 2017 Annual Financial Audit Report

Mr. Shepard presented the draft 2017 financial audit statements. The final 2017 audit report will be reviewed at the next meeting.

Mr. Gott made a motion to recess the meeting at 1:37 PM. Seconded by Ms. Lane. All in favor. Carried

A motion was made by Mr. Smith to re-open the meeting at 3:08 PM. Seconded by Ms. Lane. All in favor. Carried.

Policy Review

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

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



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Assessment of the Effectiveness of Internal Controls

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

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

GOVERNANCE COMMITTEE

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

Policy Review

Members reviewed the Anti-Nepotism Policy; By-Laws; Code of Ethics; Defense and Indemnification Policy; Fee Policy; Travel Policy; and the Whistleblower Policy.

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

Public Authority Mission Statement & Measurements Report/Governance Certification

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

A motion was made by Ms. Lane to accept the report with no changes. Seconded by Mr. Gott. All in favor. Carried.

Authority Self-Evaluation of Prior Year Performance (Operations & Accomplishments Report)

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

2017 Operations and Accomplishments Report:
Livingston County Capital Resource Corporation

The Livingston County Capital Resource Corporation had no activity in 2017.

A motion was made by Mr. Smith to accept the report with no changes. Seconded by Ms. Lane. All in favor. Carried.

ANNUAL MEETING

Confidential Evaluation of Board Performance

Members reviewed the summary of results of the confidential evaluation of board performance.

A motion was made by Ms. Lane to accept the results with no changes. Seconded by Mr. Gott. All in favor. Carried.

Appointments & Designations



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

2018 ROSTER

Livingston County Capital Resource Corporation
Livingston County Development Corporation
Livingston County Industrial Development Agency

Board of Directors

<u>Chairman</u> Philip Brooks	<u>Members</u> Eric Gott Laura Lane Vacant	<u>Treasurer</u> Vacant
<u>Vice Chairman</u> Gary Moore		<u>Secretary</u> Robert Smith

Board Committees

<u>Governance</u> Philip Brooks Eric Gott Gary Moore Robert Smith Laura Lane Vacant Vacant	<u>Audit & Finance</u> Philip Brooks Eric Gott Gary Moore Robert Smith Laura Lane Vacant Vacant Terrence Donegan
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Other Board Appointments

<u>Public Information Officer</u> William Bacon	<u>Independent Auditor</u> Bonadio & Co., LLP
<u>Procurement Officer</u> William Bacon	<u>Official Newspapers</u> Genesee Country Express Livingston County News

Staff

<u>Executive Director</u> William Bacon	<u>Deputy Executive Director</u> Maureen Wheeler	<u>Chief Financial Officer</u> Terrence Donegan
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Legal Counsel

<u>Counsel</u> James Coniglio, ESQ Underberg & Kessler, LLP	<u>Alternate Counsel</u> William F. Weir, ESQ Nixon Peabody
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Official Funds Depositories

Community Bank N.A. Five Star Bank Steuben Trust Company

A motion was made by Mr. Smith to accept the list of officers and designations. Seconded by Mr. Gott. All in favor. Carried.



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APPROVAL OF MEETING MINUTES

A motion was made by Mr. Gott to approve the October 25, 2017 Meeting Minutes. Seconded by Mr. Smith. All in favor. Carried.

ADJOURNMENT

With no further business to discuss, a motion was made by Mr. Smith, to adjourn the meeting at 3:10 PM, seconded by Mr. Smith. Carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tessa Taylor".

Tessa Taylor
Senior Account Clerk/Typist