



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 Laure Lane

MINUTES
LIVINGSTON COUNTY CAPITAL RESOURCE CORPORATION
Friday, March 1, 2019

Livingston County Government Center, Room 106
Geneseo, NY 14454

Members Attending: G. Moore; R. Smith; L. Lane; K. Northrop; D. Knapp

Members Absent: P. Brooks; G. Raymond

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

Guests Attending: T. Donegan, CFO; J. Coniglio, Esq.; S. Compitello, Underberg & Kessler; R. Shepard, The Bonadio Group

Vice Chairman Moore welcomed members and guests and called the meeting to order at 9:20 am.

AUDIT & FINANCE COMMITTEE

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

Presentation of the 2018 Annual Financial Audit Report

Mr. Shepard presented the draft 2018 financial audit statements.

Mr. Knapp made a motion to recess the meeting at 9:23 AM. Seconded by Mr. Smith, all in favor, carried.

A motion was made by Mr. Smith to re-open the meeting at 10:40 AM. Seconded by Ms. Northrop, all in favor, carried.

A motion was made by Mr. Knapp to approve the 2018 financial audit statements as presented. Seconded by Mr. Smith, all in favor, carried.

Policy Review

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



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A motion was made by Mr. Knapp, to adopt the policies with no changes, seconded by Ms. Northrop, all in favor, carried.

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 Ms. Northrop to accept the document with no changes. Seconded by Mr. Smith, 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 Mr. Smith, to adopt the policies with no changes. Seconded by Mr. Knapp, 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 Mr. Knapp to accept the report with no changes. Seconded by Ms. Northrop, all in favor, carried.

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

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

2018 Operations and Accomplishments Report: Livingston County Capital Resource Corporation

The Livingston County Capital Resource Corporation had no activity in 2018.

A motion was made by Mr. Knapp to accept the report with no changes. Seconded by Mr. Smith, 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. Northrop to accept the results with no changes. Seconded by Mr. Smith, all in favor, carried



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APPROVAL OF MEETING MINUTES

A motion was made by Mr. Knapp to approve the January 4, 2019 Meeting Minutes. Seconded by Mr. Smith, all in favor, carried.

ADJOURNMENT

With no further business to discuss, a motion was made by Ms. Northrop to adjourn the meeting at 10:51 am. Seconded by Mr. Smith, carried.

Respectfully submitted,

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

Tessa Taylor
Economic Development Assistant