



Tuesday, February 28, 2017
GGLDC – Andrews Conference Room
Audit & Finance Committee Meeting
1:00 p.m.

MINUTES

ATTENDANCE

Committee Members: T. Felton (Chair), P. Battaglia, M. Gray
 Staff: L. Farrell, M. Masse, P. Kennett, E. Richardson, R. Tabelski, S. Hyde, C. Suozzi
 Guests:
 Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

T. Felton called the meeting to order at 2:25 p.m. in the Andrews Conference Room.

2. CHAIRMAN'S REPORT & ACTIVITIES

2a. Agenda Additions / Other Business - Nothing at this time.

2b. Minutes: January 17, 2017 & January 31, 2017 –

M. Gray made a motion to accept the January 17, 2017 & January 31, 2017 Meeting Minutes as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:

T. Felton - Yes
 P. Battaglia - Yes
 M. Gray - Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD:

3a. Pre-Audit Discussion – The GGLDC Audit & Finance Committee members were present for a combined GCEDC / GGLDC discussion with the auditors from Mostert, Manzeno & Scott, LLP within the GCEDC Audit & Finance Committee meeting.

3b. Allowance for Uncollectible Accounts – L. Farrell reminded the Committee that the allowance for uncollectible accounts was increased in 2016 from about \$50K to \$150K. In 2016 the GGLDC closed on two loans to PW Minor. Each loan was for \$367K, one of which is a deferred loan (potential to convert to grant if company achieves certain goals). First Wave Tech was supposed to make a balloon payment of \$100,000 in January, this payment has not been made to date, but we are being told that the payment will be made as soon as new financing is in order. The Company has continued to make principal and interest payments as they had in 2016. L. Farrell informed the Committee that she felt like the allowance was at a reasonable amount, but asked the board if they wanted to make any adjustments.

P. Battaglia made a motion to keep the Allowance for Uncollectible Accounts as it is for 2017; the motion was seconded by M. Gray. Roll call resulted as follows:

T. Felton - Yes
 P. Battaglia - Yes
 M. Gray - Yes

The item was approved as presented.

3c. H. Sichertman Contract – The GGLDC issued a Request for Proposal (RFP) on 1/4/17 for technical consulting services in the areas of community and economic development. One proposal was received from H. Sichertman & Company, Inc. We are requesting approval of the contract with H. Sichertman & Company, Inc. for 2017 services.

Harry Sichernman provides technical services in the areas of economic development, community development, management and administrative services related to the Community Development Block Grant (CDBG) Program.

The GGLDC previously entered into an agreement with H. Sichernman & Company, Inc. for services from 1/1/17 - 2/28/17.

Contract charges for 2017 under the proposed agreement, including charges pursuant to the prior agreement entered into, shall not exceed \$25,000.

Contract charges for 2017 that are not reimbursable to the GGLDC from third-party sources, including charges pursuant to the prior agreement entered into, shall not exceed \$15,000.

The RFP completed for 2017 met CDBG requirements and the expense is included within the budget.

P. Battaglia made a motion to recommend approval of the H. Sichernman & Company, Inc. Contract as presented; the motion was seconded by M. Gray. Roll call resulted as follows:

T. Felton	- Yes
P. Battaglia	- Yes
M. Gray	- Yes

The item was approved as presented.

4. ADJOURNMENT

As there was no further business, P. Battaglia made a motion to adjourn at approximately 2:37 p.m., seconded by M. Gray and passed unanimously.