



**Thursday, August 13, 2015**  
**Upstate MedTech Centre – Suite 107**  
**2:00 PM**

**GGLDC MINUTES**

**Attendance**

Board Members: T. Felton, M. Wiater, J. Rizzo, H. Upson, P. Battaglia, C. Yunker, S. Noble-Moag, M. Gray, W. Hinchey  
Staff: M. Masse, L. Farrell, C. Suozzi, P. Kennett, E. Richardson  
Guests: M. Frantz (Harris Beach), P. Mrozek (The Daily News), H. Owens (The Batavian), M. Pettinella (Buffalo News)  
Absent:

**Call to Order / Enter Public Session**

T. Felton called the meeting to order at 1:54p.m. in the Upstate MedTech Centre Innovation Zone conference room.

**2.0 Chairman’s Report and Activities**

**2.1 Upcoming Meetings** – T. Felton reviewed the upcoming meetings with the Board.

**2.2 Agenda Additions/ Deletions / Other Business** – Nothing at this time.

**2.3 June 25, 2015 & July 9, 2015 Minutes**

**W. Hinchey made a motion to approve the June 25, 2015 and July 9, 2015 Minutes; the motion was seconded by H. Upson. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

**3.0 Audit & Finance Committee**

**3.1 June 2015 Financial Statements – June 2015 Financial Statements** – C. Yunker shared that the financial statements were reviewed by the Audit & Finance Committee on August 6, 2015 and are recommended for Board approval. L. Farrell noted that all expenditures are in line with the budget, except as noted.

**C. Yunker made a motion to approve the June 2015 Financial Statements; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

**3.2 12/31/14 Single Audit** – C. Yunker shared that Mostert, Manzanero & Scott, LLP performed a Single Audit of the GGLDC. They provided a report on internal controls over financial reporting and on compliance and other matters based on an audit of financial statements which was reviewed by the committee. He is pleased to report that there were no findings.

C. Yunker shared that the Audit & Finance Committee recommends approval of the 12/31/14 Single Audit.

**W. Hinchey made a motion to approve the 12/31/14 Single Audit; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

**3.3 John Jakubowski Consulting Contract for Workforce Development** – C. Yunker shared with the Board a consulting agreement with John Jakubowski for the period of August 15, 2015 through August 14, 2016 to perform the following services:

1. Perform consulting services to assist in the development and implementation of workforce development programs and training initiatives relative to the goals of the GCEDC.
2. Consult with the VP of Business Development of the GCEDC and staff relative to the application, development and deployment of its workforce programs.
3. Consult with educational institutions who may serve as partnership in the development, implementation and delivery of training programs. Specifically, interface with Genesee Community College and its BEST Center, other institutions of higher learning, the Genesee Valley Educational Partnership and local secondary schools as appropriate.
4. Provide consulting services as requested by the GCEDC.

M. Masse added that the staff is seeking approval in both the GCEDC and the GGLDC as there are different funding sources available to cover this contract.

S. Noble-Moag asked if there was an opportunity for J. Jakubowski to report on his activity over the past year.

M. Masse stated that J. Jakubowski has presented to the Board in the past and could have him present at the next meeting to give an overview of his work this past year.

C. Yunker shared that the Audit & Finance Committee recommends approval the contract with John Jakubowski not to exceed \$29,800 to be covered by \$18,884 in existing grants, and the balance from strategic investments.

**P. Battaglia made a motion to approve a contract with John Jakubowski not to exceed \$29,800 for workforce development consulting services; the motion was seconded by C. Yunker. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

**3.4 Reimbursement of Legal Fees: Town of Alabama - \$2,643.75** – C. Yunker shared with the Board an invoice from the Town of Alabama for legal services related to STAMP. This expense will be covered under the \$2M ESD Grant.

C. Yunker shared that the Audit & Finance Committee recommends approval of payment of \$2,643.75 to the Town of Alabama for the reimbursement of legal services related to STAMP.

**P. Battaglia made a motion to approve a payment of \$2,643.75 to the Town of Alabama for the reimbursement of legal services related to STAMP; the motion was seconded by W. Hinchey. Roll call resulted as follows:**

T. Felton -	Yes	S. Noble-Moag -	Yes
M. Wiater -	Yes	P. Battaglia -	Yes
H. Upson -	Yes	C. Yunker -	Yes
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

#### **4.0 Governance & Nominating Committee**

**4.1 Nothing at this time.**

#### **5.0 Report of Management**

**5.1 Consolidated Funding Application Update** – M. Masse shared the Agency has submitted a Consolidated Funding Application (CFA) which gives access to funding for certain projects. The GGLDC submitted an application seeking funds for a project at the Ag Park. The Agency is looking to extend infrastructure down the secondary access roadway. The GCEDC also submitted an application seeking funds to assist with the LeRoy business park project as well.

#### **6.0 Other Business**

**6.1 Nothing at this time.**

**7.0 Adjournment** - As there was no further business, P. Battaglia made a motion to adjourn at 2:04 p.m., which was seconded by M. Wiater and passed unanimously.