



Meeting Agenda – Governance & Nominating Committee
 Genesee County Economic Development Center
 Tuesday, December 5, 2017
 Location: Innovation Zone, Suite 107; 11:30 a.m.

Page #s	Topic	Discussion Leader	Desired Outcome
	1. Call to Order 1a. Executive Session: Motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105 for the following reasons: 1. The medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. 1b. Enter Public Session	J. Rizzo	
1	2. Chairman's Report & Activities 2a. Agenda Additions / Other Business 2b. Minutes: October 5, 2017	J. Rizzo	Vote
2	3. Discussions / Official Recommendations to the Board: 3a. Annual Project Performance – Revised Cover Letter	M. Masse	Discussion
	4. Adjournment	J. Rizzo	Vote



Thursday, October 5, 2017
Governance & Nominating Committee Meeting – GCEDC
Innovation Zone Conference Room – Suite 107
3:00 p.m.

MINUTES

ATTENDANCE

Committee Members:	J. Rizzo, P. Battaglia, P. Zelif
GCEDC/GGLDC Board Members:	S. Noble-Moag
Staff:	L. Farrell, M. Masse, E. Richardson
Guests:	
Absent:	C. Yunker

1. CALL TO ORDER / ENTER PUBLIC SESSION

J. Rizzo called the meeting to order at 3:00 p.m. in the Innovation Zone Conference Room.

2. CHAIRMAN'S REPORT & ACTIVITIES

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

2b. Minutes: August 3, 2017

P. Battaglia made a motion to approve the August 3, 2017 meeting minutes as presented; the motion was seconded by P. Zelif. Roll call resulted as follows:

P. Zelif - Yes
 J. Rizzo - Yes
 C. Yunker - Absent
 P. Battaglia - Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD

3a. Annual Project Performance Review – After a lengthy discussion, the Committee has requested that the staff contact companies that are out of compliance specifically with their insurance requirements and obtain an explanation from them as to why. Also, the Committee has requested that the staff draft a letter communicating to those companies in the 1+3 window (first year of construction, plus three years to ramp up operations) that have met less than 60% of their job creation goals so far. The Committee would like to communicate that they are reviewing this information annually and that companies will be held accountable for meeting the requirements related to their project once the 4 year grace period ends.

4. ADJOURNMENT

As there was no further business, P. Battaglia made a motion to adjourn at 3:52 p.m., seconded by P. Zelif, and passed unanimously.

2b



#«M_1»

January 3, 2018

Re: Project No: «M_17»
Project Name: «M_16»

REPORTING DUE FEBRUARY 1, 2018

Dear «M_7»:

Enclosed is the **2016 Annual Project Report (APR)**. This information must be collected annually and reported to New York State (NYS) as a requirement of your sales, mortgage tax and/or Payment in Lieu of Tax (PILOT) Agreement. It is imperative that the information submitted on the APR be accurate to the best of your knowledge. An authorized company official must certify the information by signing where indicated. Your response may be returned by mail to 99 MedTech Drive, Suite 106, Batavia, NY, 14020, faxed to 585-343-0848, or emailed to gcedc@gcedc.com.

For your convenience we have shaded the areas that need to be reviewed or completed. Please read the form carefully. If a question is not applicable to the project listed in Section B, or to the 2017 reporting year, please note as "N/A". A common problem we have noticed in past years is Section F, Capital Investments; please ensure that these amounts pertain only to the project described in Section B. Do not include operating expenses or investments for any other projects.

With increased scrutiny of IDA's and to ensure that we are collecting the most accurate information, we are requiring companies to provide a copy of NYS-45 Quarterly Combined Withholding, Wage Reporting & Unemployment Insurance Returns for each quarter in 2017. Benefits will be terminated if these returns are not submitted. Please note that employee names and social security numbers can be redacted for privacy.

Please keep in mind that in order for your company to remain eligible to receive these valuable benefits, the completed form along with copies of your NYS-45's must be received in our office no later than February 3, 2018. Failure to comply will force us to terminate and potentially claw back your benefits. This may include sales and mortgage tax exemptions and/or a Payment in Lieu of Tax Agreement's (PILOT). Cancellations will go into effect March 1, 2018.

The GCEDC Governance Committee will complete an annual review of all projects once the APR's have been collected. If your project has failed to meet its job creation goals, you may be called to provide an explanation to the Governance Committee. At this annual project review, the Governance Committee may consider termination of benefits, or clawback of benefits, for underperforming projects.

Please do not hesitate to contact Penny Kennett at 585-343-4866 x19 or gcedc@gcedc.com with any questions. We would like to thank you in advance for your cooperation, and for your contributions to our community!

Sincerely,

Paul J. Battaglia
Board Chairman
Genesee County Economic Development Center

3a

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