



Thursday, March 28, 2019
Upstate MedTech Centre – Innovation Zone
4:00 PM

GGLDC MINUTES

Attendance

Board Members: T. Felton, D. Cunningham, M. Wiater, G. Torrey, T. Bender, S. Noble-Moag, P. Zeliff

Staff: L. Farrell, M. Masse, E. Richardson, P. Kennett, S. Hyde, J. Krencik, C. Suozzi

Guests: A. Young (GCEDC Board Member), M. Gray (GCEDC Board Member)

Absent: C. Yunker, P. Battaglia

1.0 Call to Order

T. Felton called the meeting to order at 5:08 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

2.0 Chairman's Report and Activities

2.1 Upcoming Meetings:

Next Scheduled Board Meeting: Thursday, May 2nd at 4:00 p.m.

Audit & Finance Committee Meeting: Tuesday April 30th at 8:30 a.m.

Governance & Nominating Committee meeting: Thursday, May 2nd at 3:00 p.m.

2.2 Agenda Additions/ Deletions/ Other Business –

D. Cunningham made a motion to approve adding item 4.5 BETP \$2M Incentive Proposal to the agenda; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zeliff -	Yes		

The item was approved as presented.

2.3 Minutes: February 7, 2019

M. Wiater made a motion to approve the February 7, 2019 minutes; the motion was seconded by D. Cunningham. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zelif -	Yes		

The item was approved as presented.

3.0 Report of Management

3.1 Nothing at this time.

4.0 Audit & Finance Committee – D. Cunningham

4.1 12/31/18 Audit – D. Cunningham shared that David Brownell of Mostert, Manzanero & Scott, LLP reviewed the audit with the committee and answered questions in regard to the audit. The management letter states that no material deficiencies in internal controls were identified during the audit. It is their opinion that the audited financial statements present fairly, in all material respects, the financial position of the GGLDC as of December 31, 2018 in accordance with accounting principles generally accepted in the United States of America.

New this year was an audit of our investments. The Authorities Budget Office (ABO) issued guidance in 2018 specifically on Public Authority Investment Reports. The report that is included in the financial statements, along with the investment report that the Board will review satisfies the ABO requirements.

The GGLDC may potentially be subject to a Single Audit for 12/31/18 activity related to the HP Hood OCR Grant. The audit firm will look into the requirements related to this transaction and will determine whether or not a Single Audit is necessary. If so, the due date for this additional report is not until September. L. Farrell will report back to the Committee when a conclusion is reached.

T. Felton shared that the cost of an additional audit might want to be considered when engaging in projects that would trigger a Single Audit.

This is recommended for approval by the Committee.

D. Cunningham made a motion to approve the 12/31/2018 Audit; the motion was seconded by P. Zelif. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zelif -	Yes		

The item was approved as presented.

4.2 Investment Report – The Investment Report summarizes the GGLDC’s bank balances and interest income at 12/31/18. The report will be submitted into PARIS and posted on the website.

This is recommended for approval by the Committee.

D. Cunningham made a motion to approve the Investment Report as presented; the motion was seconded by T. Bender. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zelif -	Yes		

The item was approved as presented.

4.3 Procurement Report – Public authorities are required to report all procurement transactions active during the reporting period that have an actual or estimated value of \$5,000 or more. This report will be submitted into the PARIS system and posted on the website.

This is recommended for approval by the Committee.

D. Cunningham made a motion to approve the Procurement Report as presented; the motion was seconded by M. Waiter. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zelif -	Yes		

The item was approved as presented.

4.4 Workforce Development Fund - The GGLDC plans to receive \$50,000 from the 2018-19 Pearl Solar Project, with 50% being committed to assist in workforce development. The Workforce Development Fund (WDF) will support the following activities:

1. Edge Factor roll out plan -The Edge Factor platform is an annual membership-based program and will cost \$1,000 per school building. Our agency assisted the roll out of the program with the support of the Genesee Valley Educational Partnership (GVEP)/Business Education Alliance (BEA). Our recommendation would be to utilize a portion of the WDF to support the first-year membership (\$500 per school building). The balance of the membership fee would come from the participating school and is “coverable” or “aid-able” by State education. Currently, we have 15 school buildings signed up in the GVEP region for a 3-year contract including Batavia CTE, Batavia Middle School, and Batavia High School, Byron-Bergen, Elba, Pembroke and Notre Dame.

2. Mechatronics training – The plan is to utilize a portion of these funds to support specific mechatronics training, equipment and programming.

3. Support STEM/Skilled Trade activities – This includes variety of STEM activities including training room/ meeting expense, marketing material.

This is recommended for approval by the Committee.

D. Cunningham made a motion to approve the Workforce Development Fund activities and expenditures as presented as this is unbudgeted activity; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zeliff -	Yes		

The item was approved as presented.

4.5 BETP \$2M Incentive Proposal - The GGLDC received the Incentive Proposal (IP) that lists out the terms and conditions of the \$2 million recently awarded for the Corfu WWTF upgrade. Highlights of the IP are as follows:

1. The grant is to be funded in three draws based on job creation requirements and capital investment. ESD is looking into modifying this section.
2. There is a clawback provision on the grant related to job creation. ESD is looking into removing this item.
3. There is a 30% MWBE goal, we have requested this be significantly reduced or removed.
4. There is a “Good faith efforts” for a new 6% goal to use NYS Certified Service-Disabled Veteran owned Business Enterprises (SDVOB).
5. There is a 1% commitment fee (ESD is looking into waiving this fee).

M. Masse shared that he got word from ESD that they are unable to waive the 1% fee, but still has not heard back on our concerns regarding the clawback provision or the MWBE goals. The Incentive Proposal for the Town of Alabama had no job requirements or clawbacks, so it seems to be possible to remove it.

The Committee felt comfortable approving the IP with modifications to remove the clawback language and include that the MWBE goals be 30% of labor costs only.

D. Cunningham made a motion to approve the ESD \$2M Incentive Proposal for BETP with modification to the proposal by removing the clawback provision and the MWBE goals relating strictly to labor costs; the motion was seconded by S. Noble-Moag. Roll call resulted as follows:

T. Felton -	Yes	S. Noble-Moag -	Yes
D. Cunningham -	Yes	P. Battaglia -	Absent
T. Bender -	Yes	C. Yunker -	Absent
G. Torrey -	Yes	M. Wiater -	Yes
P. Zeliff -	Yes		

The item was approved as presented.

5.0 Governance & Nominating Committee

5.1 Nothing at this time.

6.0 Other Business

6.1 Nothing at this time.

7.0 Adjournment

As there was no further business, S. Noble-Moag made a motion to adjourn at 5:17 p.m., which was seconded by P. Zelif and passed unanimously.