



**Thursday, March 24, 2016**  
**Upstate MedTech Centre – Suite 107**  
**4:40 PM**

**GGLDC MINUTES**

**Attendance**

Board Members: T. Felton, J. Rizzo, P. Battaglia, S. Noble-Moag, M. Wiater, H. Upson, W. Hinchey, M. Gray  
Staff: M. Masse, L. Farrell, P. Kennett, E. Richardson, R. Tabelski, C. Suozzi  
Guests: M. Davis (GCEDC Board Member), J. Gsell (Genesee County), Ginny Kropf (The Daily News),  
Thomas Matthew (Lead NY)  
Absent: C. Yunker

**1.0 Call to Order / Enter Public Session**

T. Felton called the meeting to order at 4:23 p.m. in the Upstate MedTech Centre Innovation Zone conference room.

**2.0 Chairman’s Report and Activities**

**2.1 Upcoming Meetings** – H. Upson reviewed the upcoming meetings with the Board.

Next Scheduled Board Meeting: Thursday, May 5<sup>th</sup> at 4:00pm  
Audit & Finance Committee Meeting: Tuesday, May 3<sup>rd</sup> at 3:00pm  
Governance & Nominating Committee Meeting: Thursday, May 5<sup>th</sup> at 3:00pm

**2.2 Agenda Additions/ Deletions / Other Business** – T. Felton removed item 5.3 Board Self-Evaluation Results from the agenda.

**2.3 March 3, 2016 Minutes**

**W. Hinchey made a motion to approve the March 3, Minutes; the motion was seconded by M. Wiater. Roll call resulted as follows:**

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

**The item was approved as presented.**

**3.0 Report of Management**

**3.1 Nothing at this time.**

**4.1 Audit & Finance Committee**

T. Felton shared that the Audit & Finance Committee met this afternoon. They discussed and recommended the following items:

**4.1 12/31/15 Audit** – T. Felton shared that the Audit & Finance Committee reviewed the Management Letter and Audit Report for the GCEDC. David Brownell and Dennis Scott, of Mostert, Manzanero & Scott, LLP, attended the meeting to review the

audit and to answer any questions the Committee might have. The management letter states that no material deficiencies in internal controls were identified during the audit. In their opinion, the audited financial statements present fairly, in all material respects, the financial position of the GGLDC as of December 31, 2015 in accordance with accounting principals generally accepted in the United States of America.

**W. Hinchey made a motion to approve the 12/31/15 Audit; 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 -	Absent
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

**4.2 PARIS Reporting** – T. Felton shared that there are three reports that are submitted into the Public Authority Reporting Information System (PARIS). The first report is the Annual Report. This report reflects action and decisions made by the Board during the year. This report is not required to be approved by the Board.

**4.2a Investment Report** – T. Felton shared that this report summarizes the Agency’s bank balances and interest income at 12/31/15.

**W. Hinchey made a motion to approve the Investment Report; 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 -	Absent
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

**4.2b Procurement Report** – T. Felton shared that this report summarizes a list of contracts and payments that the Board has approved throughout the year. It’s a summary of all expenditures to any one vendor in excess of \$5,000 during the 2015 calendar year.

**M. Gray made a motion to approve the Procurement Report; 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 -	Absent
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

## **5.0 Governance & Nominating Committee**

T. Felton shared that the Governance & Nominating Committee met this afternoon. They discussed and recommended the following items:

**5.1 Mission Statement & Measurement Report** – T. Felton shared that an authority’s board must annually review the authority’s mission statement and performance results to ensure that its mission has not changed and that the authority’s performance goals continue to support its mission. The 2016 organizational goals have already been reviewed with the Board and are included in this report.

**H. Upson made a motion to approve the Mission Statement & Measurement Report; the motion was seconded by M. Wiater. Roll call resulted as follows:**

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

**The item was approved as presented.**

**5.2 Authority Self – Evaluation of Prior Year Performance** – T. Felton shared that Public Authorities are required to perform a self-evaluation of prior year’s goals/measurements. These have previously been reviewed with the Board and are formalized here.

**S. Noble-Moag made a motion to approve the Authority Self – Evaluation of Prior Year Performance; 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 -	Absent
J. Rizzo -	Yes	M. Gray -	Yes
W. Hinchey -	Yes		

**The item was approved as presented.**

## **6.0 Other Business**

**6.1 Nothing at this time.**

**7.0 Adjournment** - As there was no further business, W. Hinchey made a motion to adjourn at 4:31 p.m., which was seconded by H. Upson and passed unanimously.