



**Thursday, January 14, 2016
GCEDC- Innovation Zone
Audit & Finance Committee Meeting
1:00 p.m.**

MINUTES

ATTENDANCE

Committee Members: C. Yunker, P. Battaglia, P. Zeliff, M. Gray
Staff: L. Farrell, M. Masse, P. Kennett, R. Tabelski, S. Hyde
Guests: T. Felton, H. Upson, E. Wells (e3communications)
Absent:

1. CALL TO ORDER / ENTER PUBLIC SESSION

C. Yunker called the meeting to order at 1:10 p.m. in the Innovation Zone Conference Room.

Enter Executive Session – P. Zeliff made a motion to enter into the executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 1:15 p.m. 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.

The motion was seconded by M. Gray and approved by all members present.

2. Chairman's Report & Activities

2a. Agenda Additions / Other Business – None at this time.

2b. Minutes: December 2, 2015 –

P. Zeliff made a motion to approve the December 2, 2015 meeting minutes; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Zeliff	- Yes
P. Battaglia	- Yes
C. Yunker	- Yes
M. Gray	- Yes

The item was approved as presented.

3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE COMMITTEE:

3a. e3communications Public Relations Contract - \$18,000 – R. Tabelski introduced E. Wells from e3communications to the committee and noted that he has been a big help with event planning, speaking points and press releases.

E. Wells gave a brief overview of his activities in 2015 and distributed a memo to the Committee describing some of his activities.

R. Tabelski asked the committee to recommend approval of the e3communications public relations contract for 2016 not to exceed \$18,000.

M. Gray made a motion to recommend approval of the e3communications Public Relations Contract not to exceed \$18,000 to the full board; the motion was seconded by P. Zeliff. Roll call resulted as follows:

P. Zeliff	- Yes
P. Battaglia	- Yes
C. Yunker	- Yes
M. Gray	- Yes

The item was approved as presented.

R. Tabelski and E. Wells left the meeting.

S. Hyde joined the meeting.

3b. Insurance Discussion – Joe Teresi (Tompkins Insurance Agency) provided the GCEDC with the following alternate deductible options and corresponding premiums in regard to the dwellings and other structures at the STAMP site.

- \$1,000 deductible (current)	\$8,501
- \$2,500 deductible	\$7,344
- \$5,000 deductible	\$6,798
- \$10,000 deductible	\$6,253

The current policy with Erie & Niagara has a \$10,000 deductible and is due to renew in October of this year. The company is willing to prorate the expense if the committee would like to make a change to the deductible.

The committee considered the options and recommended that the GCEDC switch to a \$10,000 deductible given that it is planned for the buildings to eventually be torn down.

L. Farrell informed the committee that Philadelphia Insurance, the current D&O Insurance carrier, has sent us notification that they will be increasing our premium and increasing our deductible if we choose to renew with them. The policy is due to expire in February of this year. Lawley Genesee (the insurance broker for D&O Insurance) is working on obtaining additional quotes and they will work with Philadelphia to see if they can negotiate on the agencies behalf. L. Farrell anticipates that Lawley will be in to present options and answer any questions at the next committee meeting.

3c. 2016 County Funding Contract – L. Farrell asked the Committee to approve the Genesee County Financial Assistance Contract for the period beginning January 1, 2016 through December 31, 2016. Total funding to be received for 2016 is \$215,014; this is the same level of funding as the last four years.

P. Battaglia made a motion to recommend approval of the 2016 County Funding Contract to the full board; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Zeliff	- Yes
P. Battaglia	- Yes
C. Yunker	- Yes
M. Gray	- Yes

The item was approved as presented.

3d. 2016 H. Sicherman Contract - L. Farrell is requesting approval to extend the GCEDC's contract with H. Sicherman & Company, Inc. for the 2016 calendar year. Harry Sicherman provides technical services in the areas of economic development, community development, management and administrative services related to the Community Development Block Grant (CDBG) Program. As presented, the extension would include a cap of \$10,000 for the year, a portion of which would be chargeable to and reimbursed from Homes & Community Renewal Grants.

After discussing the contract and the potential projects for 2016, the Committee decided that they would like to approve the contract with a not to exceed amount of \$25,000, of which \$5,000 can be non-reimbursable expenses.

P. Zeliff made a motion to recommend approval of the 2016 H. Sicherman & Company, Inc. Contract not to exceed \$25,000, of which \$5,000 can be non-reimbursable expenses, to the full board; the motion was seconded by M. Gray. Roll call resulted as follows:

P. Zeliff - Yes
P. Battaglia - Yes
C. Yunker - Yes
M. Gray - Yes

The item was approved as presented.

3e. November 2015 Financial Statements – L. Farrell reviewed the November financial statements and noted the following:

- Restricted cash decreased YTD due to \$125K loan disbursement to PW Minor in October. Funds were distributed to the GGLDC and loaned to the company per the subrecipient agreement with Genesee County; defederalization of CDBG funds.
- Current Accounts Receivable consists of a grant project participation fee expected from Baskin (\$8K), Rochester Gas and Electric (\$20K) and Muller Quaker Dairy (\$155K) termed out project participation fees, MTC Management fees (\$12.5K) and the Economic Development Program Support Grant (\$50K) ect.
- Accounts Receivable non-current consists of Rochester Gas and Electric termed out project participation fee installments that will not be collected within 12 months of the Balance Sheet date.
- Prepaid expenses consist of health, disability, and Directors & Officers insurance.
- Deferred Revenue consists of municipal and National Fuel Grant funds received for specific purposes but not yet expended.
- Received (1/2) project participation fee of from Reinhart.
- The HSA benefit line item is slightly over budget due to additional employees participating than budgeted.
- Insurance has been paid in full for 2015.
- The Dues and Subscriptions line item is high due to paying the annual membership dues for Greater Rochester Enterprise (\$50K) and Buffalo Niagara Enterprise (\$25K) early in the year.
- Accrued Expenses consists of NYS Retirement contributions and interest on loans from the GGLDC not paid yet.

L. Farrell reminded the board that next month they will see the Unaudited December 2015 financial statements and that after that they will not see financial statements until first quarter financial statements are presented for 2016.

P. Battaglia made a motion to recommend approval of the November 2015 Financial Statements to the full board; the motion was seconded by P. Zeliff. Roll call resulted as follows:

P. Zeliff - Yes
P. Battaglia - Yes
C. Yunker - Yes
M. Gray - Yes

The item was approved as presented.

ADJOURNMENT

As there was no further business, M. Gray made a motion to adjourn at 2:18 p.m., seconded by P. Zeliff and passed unanimously.