



**GCEDC Audit & Finance Committee Meeting**  
**Tuesday, March 29, 2022**  
**Location: Electronically**  
**3:00 p.m.**

**MINUTES**

**ATTENDANCE**

Committee Members: T. Bender, M. Gray, P. Zeliff, P. Battaglia  
Staff: L. Farrell, L. Casey, M. Masse, J. Krencik, P. Kennett, C. Suozzi, S. Hyde  
Guests: D. Cunningham (GGLDC Board Member), T. Felton (GGLDC Board Member),  
David Brownell (Mostert, Manzanero & Scott, LLP)  
Absent:

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

M. Gray called the meeting to order at 3:03 p.m. via conference call / video conference.

Governor Kathy Hochul signed legislation (S.50001 / A.40001) on September 2, 2021 extending virtual access to public meetings under NYS's Open Meetings Law, which allows virtual participation in local government meetings during the COVID-19 pandemic. This meeting is being held electronically via conference call / video conference instead of a public meeting open for the public to attend in person.

**1a. Enter Executive Session**

P. Zeliff made a motion to enter executive session under the Public Officers Law, Article 7, Open Meetings Law Section 105, at 3:04 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 T. Bender and approved by all members present.

All staff left the meeting at 3:05 p.m. so that David Brownell could discuss the 2021 Audit with Committee members only.

David Brownell left the meeting at 3:20 p.m.

All staff rejoined the meeting at 3:21 p.m.

**1b. Enter Public Session**

T. Bender made a motion to enter back into public session at 3:21 p.m., seconded by P. Zeliff and approved by all members present.

**2. Chairman's Report & Activities**

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

**2b. Minutes: March 1, 2022**

**T. Bender made a motion to approve the March 1, 2022 minutes; the motion was seconded by P. Zelif. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Yes  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS OF THE COMMITTEE:**

**3a. 12/31/21 Audit** – David Brownell of Mostert, Manzanero & Scott, LLP reviewed the audit process with the Committee during Executive Session. The management letter states that no material weaknesses 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 GCEDC as of December 31, 2021 in accordance with accounting principles generally accepted in the United States of America. L. Farrell also stated that the most significant changes from the 12/31/21 Unaudited to the Audited financial statements were additional payables and an adjustment to the STAMP cost per acre.

**P. Battaglia made a motion to recommend to the full Board the approval of the 12/31/2021 Audit as presented; the motion was seconded by T. Bender. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Yes  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

**3b. GCEDC Website Proposal** – The GCEDC has requested proposals from website design and development vendors to develop and implement a new website for the GCEDC. This project would replace the existing GCEDC.com website to better position sales and marketing information, public-facing information about the GCEDC, GCEDC projects and reports, and information about the sites and resources available in Genesee County.

Based on recommendations from partner organizations, including the GCEDC's IT vendor (ECIDA), the GCEDC reached out to 2 vendors with experience in website design for economic development organizations as well as western New York clients with regulatory requirements.

Proposals were received from both vendors. Based on a review of the proposals received, interviews with the vendors, and recommendations from customers of the vendors, the proposal from 360 PSG of Amherst, NY is recommended for approval.

360 PSG has proposed a 1-time budget of \$8,050 for the design of the website, migration of content, creative support, and service time during the design process; and \$975 in annual costs in subsequent years for content management system licensing, website hosting, and related ongoing support. This is within the \$10,000 budgeted amount in the 2022 marketing budget for website design.

**P. Zelif made a motion to recommend to the full Board the approval of the GCEDC Website Proposal with 360 PSG not to exceed \$8,050, plus up to \$975 in additional annual costs as presented; the motion was seconded by P. Battaglia. Roll call resulted as follows:**

P. Battaglia - Yes  
M. Gray - Yes  
T. Bender - Yes  
P. Zelif - Yes

**The item was approved as presented.**

#### **4. ADJOURNMENT**

As there was no further business, T. Bender made a motion to adjourn at 3:29 p.m., seconded by P. Battaglia and passed unanimously.