

ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION

**Meeting Minutes
Monday, March 28, 2016
Economic Development Conference Room
20 Ontario Street
Canandaigua, NY 14424**

Members Present	Members Excused
Mike Davis, Chair	Kelly Mittiga, Member
Andy Molodetz, Vice Chair	David Reh, Member
Laura Pedersen, Secretary	
Lew Zulick, Treasurer	
Supervisor Jeff Gallahan, Member	Guests
	Tom Lauffer, Raymond F. Wager CPA
Staff Present	Contract Staff
Mike Manikowski, Executive Director	James Coniglio, Underberg & Kessler
Michael Wojcik, CFO	Barry Carrigan, Nixon Peabody
Suzanne Vary, Staff	
Melissa Doyle, Staff	
Diane Foster, Staff	

CALL TO ORDER:

Chair Mike Davis called the meeting to order at 4:46 pm. A quorum was present.
Jim Dolan entered the meeting at 4:51 pm.
Andy Molodetz entered the meeting at 4:46 pm.

ADMINISTRATION:

Approval of January 25, 2016 Minutes: Mike Davis presented the January 25, 2016 minutes for approval.
Jeff Gallahan motioned to accept the January 25, 2016 minutes. Laura Pedersen seconded the motion. Motion carried.

Audited Financial Statements: Michael Wojcik introduced Tom Lauffer, with Raymond F. Wager CPA, who reported on the audited financial statements. Mr. Lauffer reviewed the Executive Summary of the Financial Statements. He reported that Financial Statements has an unqualified or unmodified opinion, a clean opinion. He stated that there were no material weaknesses or significant deficiencies.

Accounts Letter of Communication:

Management Letter: Mr. Lauffer noted the Management Letter; otherwise known as the Communicating Internal Control Matters Identified in an Audit. Mr. Lauffer reported that the LDC is spending down the net assets and is keeping track of this. Mr. Lauffer reported a clean audit.

Lew Zulick made a motion to accept the 2015 Audited Financial Statements, the Accounts Letter of Communication and Management Letter. Jeff Gallahan seconded the motion. Motion carried.

Management's Internal Control Assessment Report: Michael Wojcik reviewed the Management's Internal Control Assessment Report. Mr. Wojcik noted that for 2016 they will be monitoring the cash flow.

LDC Mission Statement and Measurement Report: Michael Wojcik explained the Mission Statement and Measurement Report. He noted that the Mission Statement is combined with the IDA and EDC and can be found on the website.

Annual Procurement Report: Michael Wojcik reported that an Annual Procurement Report did not have to be filed; there was not anything >\$5000 requiring a report.

LDC Annual Real Estate Report: Michael Wojcik reported that the LDC does not own any real estate.

Jeff Gallahan made a motion to accept the Management's Internal Control Assessment Report, the LDC Mission Statement and Measurement Report, the Annual Procurement Report and the Annual Real Estate Report. Lew Zulick seconded the motion. Motion carried.

ADJOURNMENT:

Laura Pedersen motioned to adjourn the meeting at 4:57 pm and was seconded by Lew Zulick. Motion carried.

Respectfully submitted,

Diane Foster, Staff