



ECONOMIC DEVELOPMENT CORPORATION

Meeting Minutes

Tuesday, May 10, 2016

Board Members Present	Board Members Excused
Joseph Bridgeford, Vice Chair	Karen Springmeier
David Bunnell, Secretary	Robert Solenne, Chair
Carla Sieling	Supervisor Robert Green, Jr.
Walt Matyjas	Kevin Hill, Treasurer
Supervisor Fred Lightfoote	Karen Parkhurst
Supervisor Daniel Marshall	Guests
	Brian Young, Ontario County Workforce Development
	Kathy Bailey, Business Services Representative, Ontario County Workforce Development
	Jim Armstrong, Fairweather Consulting
Non-Board Members Present	
Mike Manikowski, Executive Director	Contract Staff
Suzanne Vary, Econ. Dev. Specialist	Ed Russell, Underberg & Kessler, Local Counsel
Michael Wojcik, CFO	
Melissa Doyle, Staff	
Diane Foster, Staff	

CALL TO ORDER: Vice Chair Joseph Bridgeford called the meeting to order at 8:27 am. A quorum was present.

NEW BUSINESS:

Simadex: Suzanne Vary explained that the OCEDC Finance Committee met on Friday and recommended to not fund the loan request for Simadex. Simadex gave their presentation last Nov. and were asking for a forgivable loan. Their needs grew since their first presentation. Mike Manikowski stated that it became a request for a grant and a loan. Walt Matyjas with the EDC Finance Committee reported that the project in its concept was favorable; the site was an underutilized asset and favorable. He reported the security behind the loan was not sufficient to support the loan request. Walt Matyjas acknowledged the staff for the great job in their examination.

OLD BUSINESS:

e2e Materials Update: It was noted that Joe Dickson would not be able to attend the EDC meeting due to being called to NYC. Suzanne Vary reviewed the e2e Materials update report. She explained that the casket company e2e is working with is still trying to determine their cremation criteria. It is reported that the product produces more ashes than wood or particle

board. A PO still has not been established yet with the casket company. Ms. Vary reported that e2e is now looking into acoustical tiles with companies in the acoustical panel market. She presented some photos of examples of the panels. Ms. Vary reported the last item on the report contained information on their glue bond test results.

Michael Wojcik reviewed the terms and status of e2e's loan and their current assets. The Finance Committee's recommendation is to continue the same loan terms for another 6 months. *Dave Bunnell made a motion to extend the terms of e2e's loan for six months beginning for bills due 6/1/16 through 11/1/16. Fred Lightfoote seconded the motion. Motion unanimously approved.*

Workforce Development: Brian Young introduced Kathy Bailey; the business services representative for Workforce Development. Brian Young, on behalf of Workforce Development, is requesting an additional \$20,000 for incumbent worker training (IWT). He stated that the demand exceeds the funds that are available. He acknowledged that the OCEDC has given \$20,000 for the last couple of years, including this year. He presented an overview; since 2009 they have received almost \$300,000 of funding from OC Economic Development whether through the RLF or other sources to help with on the job training (OJT) or IWT. The \$20,000 received in January has been obligated to trainings. They have at least eight requests from businesses for either OJT or IWT funds to help improve the skills of their incumbent workforce. Whenever they can, they use funding from the Workforce Investment Board for OJTs. If they find situations where that funding does not fit the criteria, then they fall back to the Economic Development funding.

Mike Manikowski asked how many times OCCEDC funds were used in the last four months. Kathy reported that there are eight approved contracts and another ten in the pipeline. The average per contract is approximately \$2,500. Mr. Manikowski explained that the state controls how the money comes to the WIB and the restrictions that come with the funding. He also noted that some of the eligibility changed with the WIB funding making the distribution of the funding even more restrictive. Jim Armstrong noted the dramatic impact the funds make for these smaller companies. Mike Manikowski noted that all the training is documented; they have the opportunity to bring back to the board not only the business but the individual who receives the training.

Michael Wojcik reported we only budgeted for one grant. He reviewed what was approved earlier in the year. He recommended that an increase to the budget be considered. Dave Bunnell inquired on what alternatives there were for funding. Brian reported that there has not been many if any alternative funding; he stated that there are not a lot of grants out there; FLCC has some on occasion, as does the Workforce Development Institute. Mike Manikowski reiterated that there is not a good answer on what funding can be utilized. Mr. Bunnell inquired on how long the additional funding would last. Mr. Young replied another 4-5 months. Mr. Bunnell concluded that on an annual basis, there is a demand for about \$60,000 for OJT and IWT. It was noted that there is a 50% match to the funding from the companies. A discussion ensued on the need of technical training.

Dan Marshall inquired on where the money comes from when there is a need to increase the budget. Michael Wojcik explained that it comes from unrestricted fund balance. Joe Bridgeford summarized that the Board is dealing with the fiduciary responsibility in how the Board will continue to fund this program; rather than being a one-time discussion but in the long term, how is the EDC going to support this program. Fred Lightfoote thought it advisable to go forward with the additional funds for this year with the understanding to bring back the discussion for long term options in the future and to allow time to reconsider the next budget cycle for additional funds.

Fred Lightfoote made a motion to fund Workforce Development an additional \$20,000 for IWT and OJT. Dan Marshall seconded the motion. Motion unanimously carried.

Jim Armstrong and Kathy Bailey exited the meeting at 9:01 am.

Joe Bridgeford stated that it is the intent of the Board to bring back to the Finance Committee to address the long term need and how to allocate the funds for the Workforce Development OJT and IWT program.

Strategic Plan: Mike Manikowski reported on the highlights of the updated Strategic Plan. He stated that it has become clear that the Office of Economic Development (OED) will need additional help which would include adding Workforce Development to the OED and looking at a Manager of Strategic Assets. Fred Lightfoote congratulated and thanked the staff, Peter Fairweather and his people. He stated that this document guides how the OCEDC lends and allows a pathway to follow that is approved by the Board of Supervisors, OCIDA and OCEDC. *Dan Marshall made a motion to approve the adoption of the Updated Economic Development Strategic Plan. Dave Bunnell seconded the motion. Motion unanimously approved.*

GAIN loan fund: Suzanne Vary explained that GAIN was the acronym for Grow the Agriculture Industry Now. She reported, after two years, the money is in for the GAIN fund. The total amount of money that Ontario County will receive for this GAIN fund is \$349,163. The State will advance \$186,808 first, which will pass through the Genesee Finger Lakes Regional Planning Council (GFLRPC). The funds are to be used for Ag and Food related businesses. Loan amounts can go up to \$200,000 and the interest rate is 1%. She stated that applications are available and we are able to receive applications now. At the end of the program, the money that is loaned out will then come back into our RLF. A discussion took place on how the criteria would be established for the approval of the distribution of the funds. Joe Bridgeford asked that a short summary of the requirements be shared with the Board separately so that the Board will have a reference point if the requirements are different than an EDC loan. Joe Bridgeford thanked Suzanne Vary for her hard work and tenacity.

ADMINISTRATION:

Joe Bridgeford passed around the brochure from the Workforce Investment Boards first Annual Ag and Food Career Day. It contained the advertisement for the EDC. The EDC sponsored transportation for kids from Ontario County high schools to attend the Career Day.

March 29, 2016 Minutes Amended:

April 19, 2016 Minutes: Joe Bridgeford presented the amended March 29, 2016 minutes and the April 19, 2016 minutes for approval.

Dave Bunnell made the motion to approve the amended March 29, 2016 minutes and the April 19, 2016 minutes. Fred Lightfoote seconded the motion. Motion carried.

Attend Upstate NY Trade Conference: Suzanne Vary requested permission to attend the Upstate NY Trade Conference on June 10, 2016 at the Radisson Hotel Rochester Riverside in Rochester, NY.

Dan Marshall made a motion to approve the request to attend the Upstate NY Trade Conference. Walt Matyjas seconded the motion. Motion unanimously carried.

Billing Report: Michael Wojcik/Melissa Doyle presented and discussed the April Billing Report. Michael Wojcik noted Cheribundi has paid off their loan.

Invoices for payment: Michael Wojcik reviewed and submitted the invoices for payment for approval, which includes five invoices totaling \$7,573.00.

Fred Lightfoote made a motion to approve the invoices for payment. Walt Matyjas seconded the motion. Motion unanimously carried.

ADJOURNMENT:

Dan Marshall made the motion to adjourn the meeting at 9:24 am. Walt Matyjas seconded the motion. Motion unanimously carried.

Respectfully submitted,

Diane Foster, Staff