

ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION

Meeting Minutes
Monday, September 23, 2019
Economic Development Conference Room
20 Ontario Street
Canandaigua, NY 14424

Members Present	Members Excused
Mike Davis, Chair	Kelly Mittiga, Member
Don Culeton	Supervisor Jeff Gallahan, Member
Laura Pedersen, Secretary	
Lew Zulick, Member (via Zoom)	Guests
	Brian Young, Deputy County Administrator
Staff Present	
Mike Manikowski, Executive Director	Contract Staff
Suzanne Vary, Staff	James Coniglio, Underberg & Kessler
Michael Wojcik, CFO	Barry Carrigan, Nixon Peabody
Jessica Kazmark, Staff	
Brigitte Larson, Staff	
Bob Mincer, Staff	

CALL TO ORDER:

Chair Mike Davis called the meeting to order at 4:50 p.m. A quorum was present.

ADMINISTRATION:

Approval of May 20, 2019 Minutes:

Mike Davis presented the May 20, 2019 minutes for approval.

Laura Pedersen made a motion to accept the May 20, 2019 minutes as presented. Don Culeton seconded the motion. Unanimously carried.

Governance & Compliance Review:

Mike Manikowski explained that the Authorities Budget Office (ABO) could come in and do a review of Governance and Compliance practices. There are firms that specialize in performing test audits for IDAs and presenting their findings to assist in preparing for an audit by the ABO. Mike presented the idea to the Board, noting that an RFP would need to be sent out. It was also discussed that the cost for the review could be split evenly between the OCLDC and OCIDA.

Laura Pedersen made a motion to allow Staff to proceed with preparing and sending out an RFP. Don Culeton seconded the motion. Unanimously approved. Motion carried.

Invoices for payment:

Michael Wojcik presented 5 invoices in the amount of \$5575.00 for payment.

Laura Pedersen made a motion to approve the invoices for payment. Lew Zulick seconded the motion. Unanimously approved. Motion carried.

Financials:

Michael Wojcik presented the August Financials to the Board for review. Michael also stated that at the end of October is when PARIS documents will begin.

Don Culeton made a motion to approve the August Financials. Laura Pedersen seconded the motion. Unanimously approved. Motion carried.

ADJOURNMENT:

*Laura Pedersen motioned to adjourn the meeting at 4:57 p.m. and was seconded by Don Culeton.
Motion unanimously carried.*

Respectfully submitted,

Brigitte Larson