

SENECA COUNTY
ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting

MEETING MINUTES

December 3, 2020
1:20 pm
Via Livestream due to COVID19

Attendance:

Members Present: Valerie Bassett, Chair; Steven Brusso; Erica Paolicelli, and Thomas Kime
Others Attending: Sarah Davis, IDA Executive Director; Patricia Jones, IDA Deputy Director; Kelly Kline, IDA Office Manager; Robert Kernan, CFO and Bill Yale, SVMC Director

Call to Order:

Chairwoman Bassett called the meeting to order at 1:08 p.m. A quorum of the Corporation's Members were present.

Approval of EDC Meeting Minutes / October 1, 2020:

The meeting minutes of October 1, 2020 had been sent to members prior to the meeting. A motion was made by Ms. Paolicelli to approve the minutes. Seconded by Mr. Brusso. Members Brusso, Bassett, Paolicelli and Kime voted "yea". Motion carried.

Approval of EDC Financial Statements thru October 2020:

The October 2020 Financial Statements had been mailed to Board members prior to the meeting. Mrs. Paolicelli presented the Financial Statements to the Board. A motion was made by Mr. Brusso to approve the Financial Statements thru October 2020. Seconded by Ms. Bassett. Members Brusso, Bassett, Paolicelli and Kime voted "yea". Motion carried.

Governance Committee Report:

The Governance Committee met on October 19th of this year, reviewed the following policies, and are recommending approval by the full Board. Copies of all the policies were provided to board members prior to the meeting.

Recommend Approval of New Proposed FOIL Policy: The Seneca County Economic Development Corporation (SCEDC) is subject to New York State's Freedom of Information Law (FOIL). The purpose of this law is to allow the public access to records used in establishing public policy or decision-making. A motion to approve was made by Ms. Bassett. Seconded by Mr. Brusso. Members, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried

Approval of Established Sexual Harassment Policy w. modification: The modified policy includes clarification that the policy applies to board members in addition to staff and volunteers. A clause is also added that allows individuals who've received the training elsewhere to supply proof of completion instead of needing to retake the training. A motion to approve was made by Mrs. Paolicelli. Seconded by Mr. Brusso. Members, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried

Approval and Review of EDC Policies w. no modifications:

Audit Committee Charter, Bylaws, Capitalization Policy, Code of Ethics, Disposition of Property policy, Conflict of Interest Policy, Equal Opportunity Policy, Finance Committee Charter; Governance Committee Charter, Investment Policy, Procurement Policy, Records and Retention Policy, Supplies and Equipment

Policy, Whistleblower Policy and Mission Statement. A motion was made by Mrs. Paolicelli approving all policies listed above with no changes. Seconded by Mr. Kime. Members, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried

EDC Governance Self Evaluation:

The EDC Governance Committee Charter requires that they report to the full EDC Board, at least annually, any proposed changes to the Governance Charter or the Governance Guidelines. A copy of the evaluation was provided to board members prior to the meeting, and no changes were noted. No action required.

Contract Renewals for Professional Services to the SVMC for 2021:

There are six contracts up for renewal:

1. Humphrey Memorials, no change
2. David Harrington; no change
3. Dermody Burke & Brown; an annual increase of \$150 from 2020
4. Robert E. Kernan, Jr., CFO; no change
5. William Yale, SVMC Directory; no change
6. Contract with Fred's Flags; increase of \$100 with the EDC to pay \$1,025 thru June 2021.

A motion was made by Mr. Brusso approving the above contracts for 2021. Seconded by Mrs. Paolicelli. Members, Brusso, Paolicelli, Kime and Bassett vote "yea". Motion carried

Grant Status Report

Currently there is one open OCR Grant for the Seneca Dairy Project in the amount of \$600,000 for the purchase of equipment. The equipment has been ordered but has not been delivered. Once it's delivered a reimbursement request will be submitted to OCR. The grant expires December 31, 2021.

Items to be disposed of per Supplies and Equipment Policy:

In accordance with the EDCs Supplies and Equipment Policy, a list of obsolete office items was be presented to the board for disposal. The list is updated annually. There are no items for disposal.

Adjournment:

A motion to adjourn the meeting was made by Mr. Kime and seconded by Mr. Brusso. Motion carried. The meeting adjourned at 1:34 P.M.

Respectfully submitted,

Sarah R. Davis
Executive Director