

ONTARIO COUNTY LOCAL DEVELOPMENT CORPORATION

Meeting Minutes Monday, March 22, 2021 Zoom Meeting

Members Present	Members Excused
Mike Davis, Chair	Kelly Mittiga
Don Culeton	
Lew Zulick	
Andy Molodetz	Guests
Supervisor Dan Marshall	Brian Young, Deputy County Administrator
	John Rynkeiwicz,
	Michael DeBadts,
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 5:00 p.m. A quorum was present.

ADMINISTRATION:

Approval of October 26, 2020 Minutes:

Mike Davis presented the October 26, 2020 minutes for approval.

Andy Molodetz made a motion to accept the October 26, 2020 minutes as presented. Supervisor Dan Marshall seconded the motion. Unanimously carried.

2020 Annual Report:

Staff presented the 2020 Annual Report for review. The report was completed by Dixon Schwabl and includes an infographic display. Mike also shared that he is very pleased with the report this year and that even with the ongoing pandemic, the IDA has received applications for assistance. The 2020 scorecard reflects that and the annual report will be showcased on the website. It was also discussed that Ontario County is ranked #2 in the nation for economic diversity.

Deb Brown made a motion to accept the 2020 Annual Report as presented. Don Culeton seconded the motion. Unanimously approved. Motion carried.

12/31/20 Audited Financial Statements and PARIS report:

Michael Wojcik introduced John Rynkiewicz and Mike DeBadts to the Board. John noted an unmodified, clean audit report. There were no material weaknesses and no significant deficiencies. He reviewed the Financial Statements with the Board and also pointed out that there was no Master Agreement for 2020.

Accountants Letter of Communication and Management Letter:

John Rynkiewicz discussed the Management Letter, indicating there were no material weaknesses and nothing bad to report.

Annual Procurement Report:

Michael Wojcik stated that there was no activity and presented the Annual Procurement Report.

Management's Internal Control Assessment Report:

Michael Wojcik presented the Management's Internal Control Assessment Report which is conducted by both Michael and Mike Manikowski.

LDC Mission Statement and Measurement Report:

Michael Wojcik presented the Mission Statement and Measurement Report for 2020.

Real Property Report:

Michael Wojcik indicated that the LDC does not have any real estate and presented the report.

Michael Wojcik informed the Board that all the reports will be posted on the website as required by the NYS Authorities Budget Office (ABO).

Policies & Procedure Amendments:

Michael Wojcik stated that there were no Policy & Procedure amendments at this time.

Don Culeton made a motion to block and approve all above mentioned reports; Audited Financial Statements, PARIS Report, Management Letter, Annual Procurement Report, Management's Internal Control Assessment Report, the Mission Statement & Measurement Report and Real Property Report. Deb Brown seconded the motion. Unanimously approved. Motion carried.

ADJOURNMENT:

Andy Molodetz motioned to adjourn the meeting at 5:24 p.m. and was seconded by Supervisor Dan Marshall. Motion unanimously carried.

Respectfully submitted,

Brigitte Larson