

MINUTES



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BOARD OF DIRECTORS REGULAR MEETING

Wednesday, January 9, 2019

Present: Tim Dean
Mark Doyle
Stacey Langenthal
Don Sagliano

Unable to Attend: Charles Daniels III
Alfred Torreggiani

Also Present: Sarah Lee, CEO
Marilyn Yerks, CFO
Jasmin Haylett, Office Administrator
Don Cappillino, Counsel
Mary Kay Vrba, Dutchess Tourism
Rebecca Edwards, DC Legislator

On Wednesday, January 9, 2019, the Dutchess County Local Development Corporation [DCLDC] Board of Directors Meeting was called to order by Vice Chairman Dean at 9:18 a.m. Present was: Tim Dean, Mark Doyle, Stacey Langenthal, and Don Sagliano. Unable to attend was: Charles Daniels III and Alfred Torreggiani. Quorum was established.

CONFLICT OF INTEREST DISCLOSURES

Vice Chairman Dean asked board members if they had any potential conflicts with any items on the agenda. No potential conflicts of interest was expressed.

PROOF OF MEETING NOTICE

Meeting notice was published on January 3, 2019

BILLS AND COMMUNICATIONS

None

APPROVAL OF MINUTES

October 24, 2018
November 13, 2018

Vice Chairman Dean asked for a motion to approve the October 24, 2018 and November 13, 2018 Minutes of the Dutchess County Local Development Corporation.

A motion was made by Mr. Sagliano, duly seconded by Ms. Langenthal to approve the DCLDC Board of Directors Meeting Minutes for October 24, 2018 and November 13, 2018. All voted in favor. Motion carried.

REPORT OF THE TREASURER

None

REPORTS OF COMMITTEES

None

UNFINISHED BUSINESS

None

NEW BUSINESS

- Consideration and Approval to Authorize the CEO of the LDC to enter into an Agreement with the Women's Enterprise Development Center for Professional Services

Ms. Lee noted the following:

- This is a renewal of the annual contract
- All the terms and costs remain the same as last year
- WEDC is an entrepreneurial assistance center that provide professional services, seminars, and specified classes to individuals looking to start their own business.
- The total value of the contract is approximately \$28,000. Of that \$28,000 LDC provides about \$13,000 in-kind services, mainly the office space being occupied.

A motion was made by Ms. Langenthal, duly seconded by Mr. Sagliano to Authorize the CEO of the LDC to enter into an Agreement with the Women's Enterprise Development Center for Professional Services. All voted in favor. Motion carried.

- Consideration and Approval to Authorize the CEO of the LDC to enter into an Agreement with the Rockland Economic Development Corporation Procurement Technical Assistance Center for Professional Services

Ms. Lee noted the following:

- This is the renewal of the annual contract
- PTAC is short for Procurement Technical Assistance Center
- Its mission is to help businesses connect with government contracting
- Currently there are 7 PTAC centers in NYS
- The total value of the contract is approximately \$5,300. \$300 of that is for in-kind space.

Question: Did PTAC achieve the outcomes listed on Schedule A in 2018?

Response: Yes. They also provide updates every quarter.

Question: How do businesses learn about these programs?

Response: Through site visits, technical assistance, member organizations, and social media.

A motion was made by Ms. Langenthal, duly seconded by Mr. Sagliano to Authorize the CEO of the LDC to enter into an Agreement with the Rockland Economic Development Corporation Procurement Technical Assistance Center for Professional Services. All voted in favor. Motion carried.

- Consideration and Approval of 2019 CFO salary
Ms. Lee noted:
 - In the LDC By-Laws, the board needs to approve, by resolution, both the CEO and CFO's salary.

- o The CFO's salary was approved by the board as part of the 2019 budget process.
- o Ms. Lee is requesting approval of a 3 percent increase in the CFO's salary for a total amount of \$85,232.71
- o An annual review was performed last week and she strongly believes and advocate that this increase is well deserved

EXECUTIVE SESSION

A motion was made by Mr. Sagliano to enter into Executive Session to further discuss approval of the CFO's 2019 salary. All voted in favor. Motion carried.

Executive Session started at 9:30 a.m. and ended at 9:35 a.m.

A motion was made by Mr. Doyle to end the Executive Session and reopen the regular meeting. All voted in favor. Motion carried.

Regular meeting resumed at 9:35 a.m.

A motion was made by Mr. Sagliano, duly seconded by Mr. Doyle to approve the 2019 CFO salary. All voted in favor. Motion carried.

Comment: The board is very pleased with Ms. Yerks's performance and would like to acknowledge the work she has done. Based on the report of the ABO, thanks to Ms. Yerks's efforts, the audit performed on the DCIDA was recognized as one of the cleanest.

ABO AUDIT REPORT


Ms. Lee informed the board of the following:

- The final report of the ABO sales tax monitoring review was distributed to the Board and the County Executive's office
- In the report, DCIDA was recognized as one of the three IDAs that is monitoring sales tax sufficiently and is in compliance
- References inferring that DCIDA did not file the ST-62 form was removed
- While the comment about the IDA failing to report \$2.7 million in sales tax was not removed it was clarified that this occurred in 2014 & 2015, outside the scope of the review. However it was also acknowledged that DCIDA had accurately reported sales tax figures in 2016 and 2017.

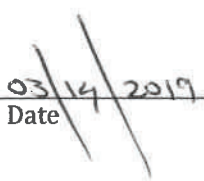
ADJOURNMENT

There being no further business, a motion was made by Mr. Doyle, duly seconded by Ms. Langenthal to adjourn the meeting. All voted in favor. Motion carried. Meeting adjourned at 9:51 a.m.

Respectfully submitted,



Mark Doyle, Secretary/Treasurer



Date

Meeting 01-09-19
Approved 02-20-19
Certified 02-20-19