

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY

May 20, 2014

DRAFT Meeting Minutes SUBJECT TO BOARD APPROVAL

CALL TO ORDER

Chair Sharon Oberriter called to order the meeting of COIDA at 7:31 a.m. at the COIDA offices located at 189 Main Street, Suite 500, Oneonta, NY. Voting members present included Sharon Oberriter, Len Marsh, Jeffrey Lord, Joseph Bernier, Robert Hanft, Hugh Henderson, and James Salisbury.

Also in attendance:

Staff: Sandy Mathes, Elizabeth Horvath, and Michelle Bosma

Guests: Kurt Schulte

PERSONNEL

Ms. Oberriter suggested that the Board discuss personnel matters in a closed, executive session. Mr. Bernier moved to enter executive session at 7:35 a.m.; Mr. Salisbury seconded. A discussion pertaining to hiring Dawn Rivers ensued. Mr. Bernier motioned to hire Dawn Rivers as Office Manager and Director, Susquehanna Regional Center for Jobs at \$37,500/year plus benefits; Mr. Marsh seconded the motion. With a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed. The Board re-entered open session at 8:09 a.m.

CONTRACTS

CFO For Hire

Mr. Hanft began the discussion by estimating the overall costs of the 20-30 hour project. James A. Lozano's contract would compensate him approximately \$3,100 plus the cost of a Director-level assistant. After the terms of his contract are complete, the Board will have the option to employ CFO for Hire as COIDA's full-time accountant. Mr. Mathes believes that CFO for Hire would provide a higher-quality service overall. Mr. Hanft noted that this company's software might allow the Board to make future decisions with the projected financial impacts of said decisions in mind. Mr. Bernier mentioned the contract's relation to Mr. Sichermann; this contract may help us to identify where our funds originate. Ms. Horvath relayed that she inquired whether CFO for Hire might assist us with PARIS preparations. Unfortunately, they do not offer that service. Yet Mr. Hanft reminded the Board that when our financials are more organized to begin with, PARIS preparations will be easier. CFO for Hire will better organize our financials. Ms. Oberriter emphasized how important it is that COIDA is accountable for all funds dispersed. She related this to COIDA's discussions with the County: perhaps with CFO for Hire providing minutely detailed oversight, the County will be more amenable to allowing the COIDA board to handle its funds on their behalf. Mr. Bernier motioned to enter into the contractual agreement outlined by CFO for Hire, Mr. Salisbury seconded the motion, and with a roll-call vote (7 Aye, 0 No, 0 abstaining), the motion passed.

Paperkite Creative

Mr. Hanft suggested that COIDA take bids from other companies before signing a contract with Paperkite Creative. Ms. Oberriter agreed: branding and web development evolve in tandem. We should carefully choose which company we would like to do either, because that company will eventually do both. Paperkite Creative's proposal was tabled for consideration until the June 5, 2014 Board Meeting.

CADE and FINAL PAYMENT

COIDA has funded CADE with \$7,500 to date. Ms. Horvath suggested that COIDA pay CADE the remainder of the \$20,000 grant initially promised. **Mr. Mathes is working to create an agricultural hub that will benefit small farms throughout Otsego County. CADE will funnel COIDA all microenterprise loan applications from these small farms. ("We're working with Scriven too.") As part of the hub that Mr. Mathes envisions will be a part-time assistant helping to process these applications.**

CEO'S UPDATES

Mr. Mathes shared the latest news of COIDA's relationship to the County. As of late, County grant applications, payments, etc., are not being processed or responded to. COIDA is fielding inquiries and redirecting small business owners to the proper County contacts. COIDA does not have the administrative support to offer more than this; we must focus on large-scale businesses, where our efforts may be more profitable in terms of job creation. In the future, COIDA may bear more of the County's responsibilities. If and when that happens, COIDA must set a very clear, strict protocol for administrative personnel to follow so that COIDA can reserve its resources for COIDA's primary mission.

Otherwise, COIDA is "full steam ahead" on all projects. Mr. Mathes will provide the Board a summary of all consultants whose contracts we have approved and the total costs for each contract. Mike Spagnola from CompDirectUSA will appear at the Project Committee Meeting on Thursday, May 22nd to make his final pitch for his wireless Internet access plan.

CREATION OF A PETTY CASH FUND

Mr. Salisbury motioned to create a \$100 Impressed Petty Cash Fund, Mr. Marsh seconded, and the motion passed with all voting members in favor.

There being no further business, at 8:53 am, Mr. Salisbury moved to adjourn the meeting, Mr. Bernier seconded, and the meeting adjourned.