

Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

Notice of Board Meeting

Date: January 18, 2018

To: Chairman David Converse
Donald DiMonda
Robert Aliasso
W. Edward Walldroff
Kent Burto
John Jennings
Richard Duvall
Gregory Gardner
Paul Warneck
Lisa L'Huillier

From: Donald C. Alexander, Chief Executive Officer

Re: Notice of Board of Directors' Meeting

The Jefferson County Local Development Corporation will hold a Board Meeting on **Thursday, February 1, 2018 at 9:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

Please confirm your attendance with Peggy Sampson pssampson@jcida.com at your earliest convenience.

pss

c: David Zembiec
Lyle Eaton
William Johnson
Joseph Russell, Esq.
Media

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BOARD MEETING AGENDA

Thursday, February 1, 2018 – 9:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of January 4, 2018**
- V. Treasurer's Report for January 31, 2018**
- VI. Committee Reports**
- VII. Council Reports**
 - a. Manufacturing Council**
 - b. Marketing**
 - i. 2016-2017 Annual Report**
 - c. Jefferson County Agricultural Development Council**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
January 4, 2018**

The Jefferson County Local Development Corporation held a board meeting on Thursday, January 4, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Chair, John Jennings, Robert E. Aliasso, Jr., Lisa L’Huillier, Donald DiMonda, Kent Burto, Richard Duvall, W. Edward Walldroff, Paul Warneck

Also Present: Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson, William Johnson, and John O’Driscoll (IBEW)

Excused: Gregory Gardner

Absent: None

- I. Call to Order:** Mr. Converse called the meeting to order at 8:00 a.m.
- II. Pledge of Allegiance:** Mr. Converse asked all to stand for the Pledge of Allegiance.
- III. Privilege of the Floor:** Mr. Converse invited guests to speak. No one spoke.
- IV. Minutes:** Minutes of the regular meeting held December 7, 2017 were presented. A motion to approve the minutes as presented was made by Mr. Burto, seconded by Mr. Jennings. All in favor, except for Mr. Aliasso who abstained because he was not at the meeting. Carried.
- V. Treasurer’s Report:** Mr. Aliasso reviewed the financials for the period ending December 31, 2017. Mr. Aliasso asked Mr. Eaton about the Aged Receivables. Mr. Eaton said that the report is for the loan receivables. Mr. Aliasso said the name is a bit confusing and wondered if Mr. Eaton can change the title or add columns to include the loan origination date and maturity date. Mr. Eaton said he’s not sure he can change the title because of the Accounting Software, but will see what he can do to add columns providing more information.

Mr. Walldroff said part of the critiquing of the board evaluations was working knowledge of financial statements. He said the board can discuss it further at the upcoming board retreat.

A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Walldroff. All in favor. Carried.

VI. Committee Reports:

a. Governance Committee

- i. Summary Results of Confidential Evaluation of Board Performance–** Mr. Walldroff said the committee met to review the board evaluations. He noted certain areas that were identified in the summaries that the board will discuss at the board retreat. He said that his observation is that there was healthy criticism and noted having several new board members and having to deal with ‘meaty’ issues this past year. Mr. Walldroff pointed out that board members unanimously agreed that ‘board members demonstrate leadership and vision and work respectfully with each other’; therefore indicating that the board is unified.

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After discussion, a motion was made by Mr. Warneck to accept the 2016-2017 Board Evaluation Summary Results as presented, seconded by Mr. Aliasso. All in favor. Carried.

Board Training – Mr. Converse said that the State requires board members to complete training through the Authority Budget Office. He indicated that there are several members that need to complete the online training and said that they can contact Don or Peggy for further information.

VII. Council Reports:

2017 Highlights – Mr. Alexander said that David, Marshall, and Jay have compiled a summary of activities that took place during 2017 and that are ongoing. Mr. Weir handed out the document.

Manufacturing – Mr. Zembiec spoke about new business recruitment, funding assistance for new capital investment, loan financing, PILOT's, Bonds, safety training & workshops, Business Complex at Watertown International, and workforce development.

Mr. Aliasso asked staff if they can gather information on all business parks in Jefferson County that can be discussed at the upcoming board retreat.

Mr. Burto suggested a spec building at the Business Complex since it always comes down to a timing issue for companies looking to relocate. Mr. DiMonda said a structure would need to be in place to measure the risk of a spec building.

Marketing – Mr. Weir spoke about the two year process of rebranding of the organization to Jefferson County Economic Development, winning awards at the NYS EDC conference for two of our websites, the NAFTA page that was added to our website, the European Marketing Program, sponsored events, digital marketing, social media, and appearances.

Ag – Mr. Matteson spoke about financial assistance, business development and technical assistance, Agriculture Workforce Development, Ag Marketing and Promotion.

Mr. Matteson informed the board of the upcoming Ag Conference scheduled for Friday, March 23, 2018. He said it will be a full day program which includes Moe Russell (Mid-West Farm Consultant) as a guest speaker, two panel discussions, and local issues such as the Ag Park and Food Hub.

VIII. Unfinished Business: None.

IX. Counsel: None.

X. New Business:

1. Adopt Fixed Asset Policy – After review, a motion was made by Mr. Aliasso to approve the proposed fixed asset policy, seconded by Mr. Walldroff. All in favor. Carried.

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Board Retreat – Mr. Converse said that there were conflicts with January 29th so he polled the board for new dates. The Board agreed to start the February 1st board meeting at 9 a.m. and start the retreat at 10 a.m. Mr. Alexander indicated that he has several agenda items prepared, but asked board members to submit any items they would like to discuss.

- XI. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Duvall. All in favor. The meeting adjourned at 9:19 a.m.