

Board Meeting Rescheduled

Date: December 7, 2018

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

From: Donald C. Alexander, CEO

Re: Rescheduled Board of Directors' Meeting

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The Jefferson County Local Development Corporation will hold their December Board Meeting on **Thursday, December 13, 2018 at 8:00 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
Joseph Russell, Esq.
Media

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

BOARD MEETING AGENDA
Thursday, December 13, 2018 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes of the Meeting of November 1, 2018**
- V. Audit Report for 2017-2018 – Bowers & Company**
- VI. Treasurer’s Report for November 30, 2018**
- VII. Committee Reports**
- VIII. Council Reports**
 - a. Manufacturing**
 - b. Marketing**
 - c. Jefferson County Agricultural Development**
- IX. Unfinished Business**
- X. Counsel**
- XI. New Business**
 - 1. Clayton Loan Program**
- XII. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
November 1, 2018**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, November 1, 2018 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: David Converse, Chair, John Jennings, W. Edward Walldroff, Paul Warneck, William Johnson, Robert E. Aliasso, Jr., Kent Burto, Christine Powers

Also Present: Joseph Russell, Esq., and Marcus Wolf of the Watertown Daily Times

Staff Present: Donald Alexander, David Zembiec, Lyle Eaton, Peggy Sampson, Jay Matteson

Excused: Gregory Gardner, Lisa L'Huillier

Absent: Richard Duvall

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.

Mr. Converse welcomed Ms. Powers to the Board of Directors.

III. Privilege of the Floor: Mr. Converse invited guests to speak. No one spoke.

IV. Minutes: Minutes of the regular meeting held October 4, 2018 were presented. A motion to approve the minutes as presented was made by Mr. Aliasso, seconded by Mr. Jennings. All in favor. Carried.

V. Treasurer's Report: Mr. Aliasso reviewed the financials for the period ending October 31, 2018. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Johnson. All in favor. Carried.

VI. Committee Reports:

a. Audit Committee

i. Engage Bowers & Company for 2017-2018 Audit – Mr. Jennings said that the audit committee met on October 11th to discuss the yearend financial statement and the engagement of Bowers & Company for the 2017-2018 Audit. After discussion, a motion was made by Mr. Warneck to approve the engagement with Bowers & Company, seconded by Mr. Jennings. All in favor. Carried.

b. Governance Committee

i. Summary Results of Confidential Evaluation of Board Performance – Mr. Walldroff said that the governance committee met on October 11th to review and discuss the board evaluations. He noted that it was generally felt that it was an improvement over last year. He said two areas that need to be looked at are setting clear and measureable goals and communication, which he said will be addressed by the new ad hoc committees.

Marcus Wolf entered the meeting at 8:08 a.m.

After discussion, a motion was made by Mr. Walldroff to accept the 2017-2018 Board Evaluation Summary Results as presented, seconded by Mr. Warneck. All in favor. Carried.

VII. Council Reports:

Manufacturing

Mr. Zembiec said that the first safety training session was held last week. He mentioned an upcoming project by JCC, whom is planning to make a presentation to the manufacturing council regarding their development of tech space that will be available to others.

Mr. Zembiec said that Manufacturing Day was held on October 12th and was well attended. He said there were 20 to 30 schools involved, 20 manufacturers, and around 800 students. He said that there was positive feedback from the students and teachers.

Marketing

In Mr. Weir's absence, it was noted that the video production started last week.

Ag

Mr. Matteson updated the board on the following:

- Grants – Mr. Matteson said that all three grant applications that were authorized last month have been submitted.
- Great Lakes Cheese Video – Mr. Matteson said that he is hopeful that the video will receive funding.
- BOCES – Mr. Matteson said that he recently met with them regarding workforce development and programming.
- JLI Ag Day – Mr. Matteson said that it will be held tomorrow and noted that it will be a full day event which will include tours of the local Ag industry.
- Workforce 2020 – Mr. Matteson said that the event will be held on November 14th and involves helping students improve their resume and interviewing skills.
- Hot Lead – Mr. Matteson said that he is currently pursuing a 'hot lead' from outside the area. He said that we are up against 'being so far north from Syracuse'.
- Dairy – Mr. Matteson said that it is projected to have low production prices through 2019.
- US-Mexico-Canada Agreement – Mr. Matteson said that it has been favorable for Ag; however, not for the purchase of our local wine.

VIII. Unfinished Business:

1. **Ad Hoc Committee Participants** – Mr. Converse assigned the following board/staff members to the newly created ad hoc committees:

Communications

Rich Duvall
Greg Gardner
Lisa L'Huillier
Staff: Marshall Weir

Alternative Energy

Bill Johnson
Paul Warneck
Kent Burto
Staff: Don Alexander

Ag

John Jennings
Ed Walldroff
Christine Powers
Staff: Jay Matteson

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Mr. Converse also added Ms. Powers to the Loan Review Committee.

Little Sister Inn – Mr. Burto inquired about the equipment since there was recently an auction. Attorney Russell said that the Board abandoned the equipment because the estimated cost to move it exceeded its value.

IX. Counsel: None.

X. New Business:

Jefferson Leadership Institute (JLI) – Mr. Alexander encouraged use of the JLI graduates on local boards.

XI. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Warneck, seconded by Mr. Aliasso. All in favor. The meeting adjourned at 8:37 a.m.

XII. Reconvene Board Meeting: At 9:48 a.m. the JCLDC Board Meeting was reconvened.

Aubertine and Currier Proposal for Archive Grant Bid Process – After review and discussion, a motion was made by Mr. Aliasso to approve the proposal as presented, seconded by Mr. Burto. All in favor. Carried.

XIII. Adjournment: With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Burto. All in favor. The meeting adjourned at 9:50 a.m.