

Notice of Board Meeting

Date: April 22, 2021

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

From: Chairman David Converse

Re: Notice of Board of Directors' Meeting

The Jefferson County Local Development Corporation will hold their Board Meeting on **Thursday, May 6, 2021 at 8:00 a.m.** in the board room at 800 Starbuck Avenue, Watertown, NY.

Zoom:
<https://us02web.zoom.us/j/84355250468?pwd=R0t4VjRPdGJBZDJrL2JQYVVjKytDdz09>
Meeting ID: 843 5525 0468
Passcode: 011440
1-929-205-6099 US (New York)

The live stream link will be available at www.jcida.com.

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

pss

c: David Zembiec, CEO
Marshall Weir
Lyle Eaton
Jay Matteson
Justin Miller, Esq.
Media

BOARD MEETING AGENDA
Thursday, May 6, 2021 – 8:00 a.m.

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Privilege of the Floor**
- IV. Minutes – April 1, 2021**
- V. Treasurer’s Report – April 30, 2021**
- VI. Committee Reports**
 - a. Alternative Energy Committee**
 - b. Building and Grounds Committee**
- VII. Council Reports**
 - a. Jefferson County Agricultural Development**
 - b. Manufacturing**
 - c. Marketing**
- VIII. Unfinished Business**
- IX. Counsel**
- X. New Business**
 - 1. Consider Resolution No. 05.06.2021.01 to support childcare training and the establishment of new regulated home day care facilities in Jefferson and Lewis Counties**
- XI. Adjournment**

**Jefferson County Local Development Corporation
Board Meeting Minutes
April 1, 2021**

DRAFT

The Jefferson County Local Development Corporation held their board meeting on Thursday, April 1, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY and virtually via zoom.

Present: David Converse, Chair, W. Edward Walldroff

Zoom: William Johnson, Paul Warneck, Robert E. Aliasso, Jr., Lisa L'Huillier, Kent Burto, Gregory Gardner, Rob Aiken

Excused: Christine Powers, John Jennings

Absent: None

Also Present-

Zoom: Craig Fox from the Watertown Daily Times, Matthew Moses, Esq., Genevieve Trigg, Esq., Alex Curlin, Justin Miller, Esq., Dallas Manson

Staff Present: David Zembiec, Lyle Eaton, Peggy Sampson, Marshall Weir, Jay Matteson

- I. **Call to Order:** Mr. Converse called the meeting to order at 8:01 a.m.
- II. **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 March 4, 2021 were presented. A motion to approve the minutes as presented was made by Mr. Walldroff, seconded by Mr. Johnson. All in favor. Carried.
- V. **Treasurer's Report:** Mr. Aliasso reviewed the financials for the period ending March 31, 2021. A motion was made by Mr. Aliasso to accept the financial report as presented, seconded by Mr. Gardner. All in favor. Carried.
- VI. **Committee Reports:**
 - a. **Alternative Energy Committee** – Mr. Johnson reported that the committee held a joint meeting with the JCIDA Loan Review Committee. He said they discussed several solar projects that are on the IDA agenda today as well as the revision to the UTEP, which will also be discussed at the IDA meeting today.
 - b. **Building and Grounds Committee** – Mr. Burto reported that the Watertown Family YMCA has accepted our counter proposal to purchase the additional tenant space at 146 Arsenal Street. Mr. Zembiec said the IDA board will consider approval of the resolution at their meeting today.

VII. Council Reports:

- a. **Ag** – Mr. Matteson said that he sent out his report to board members yesterday afternoon. He said that he is currently planning to hold the annual dairy parade, but is waiting to see if the City of Watertown will approve it. The Watertown City School District has already approved the request. He said he prepared a safety plan to minimize the spread of the coronavirus and has weekly discussions with Jefferson County Public Health and Empire State Development. Mr. Matteson said that a promotional effort to say ‘Thank You’ to the healthcare workers and first responders will be based on the amount of contributions received.

Mr. Matteson said he has tentatively scheduled a meeting with Doug Shelmidine for April 15th at 8 a.m. as requested by the JCLDC Alternative Energy/JCIDA Loan Review committee members.

Mr. Walldroff suggested looking at the report produced by the Tug Hill Commission for monitoring and siting of solar projects. He said that we should develop a formula to disincentivize for developers using prime farmland. Mr. Matteson said he stays in touch with the Tug Hill Commission since Katie Malinowski is on his ag council.

Mr. Warneck said it’s a little late to direct developers to other farmland in the County. He said that board members have to be willing to tell developers no for tax abatements. Mr. Walldroff said that could be a slippery slope because we will be seen as denying farmers revenue. Mr. Warneck said they can develop without tax abatements or pursue 487b with the taxing jurisdictions. Mr. Converse said that the County has already said that they want the equivalent of full taxation on large scale projects. Mr. Matteson said that the board needs to define how they will classify a parcel of land since there could be different soil types on the same parcel.

Matthew Moses, Esq. joined the meeting at 8:25 a.m.

Mr. Gardner said we should tell developers where we do want them to develop...steer incoming developers from prime farmland. Mr. Matteson said that Tug Hill does provide those recommendations.

Genevieve Trigg, Esq., Alex Curlin, and Justin Miller, Esq. and Dallas Manson joined the meeting at 8:30 a.m.

- b. **Manufacturing** – Mr. Zembiec said that safety training sessions are being scheduled. He said that we will continue to contract with CITEC to conduct the safety training sessions in-person, space permitting, and via zoom. Mr. Zembiec said the CEDS update is progressing and should be done within the next few months.
- c. **Marketing** – Mr. Weir said he has been working on the refreshed website and indicated that he is happy with the results. He said there will be a section for board members to enter a password to access documents. Mr. Weir reported on ongoing projects such as the new drum country campaign and the snowmobile survey.

Jefferson County Local Development Corporation
Board Meeting Minutes
April 1, 2021

DRAFT

- VIII. **Unfinished Business:** None.
- IX. **Counsel:** None.
- X. **New Business:** None.
- XI. **Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Aliasso, seconded by Mr. Gardner. All in favor. The meeting adjourned at 8:43 a.m.

Respectfully submitted,
Peggy Sampson

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION
Income Statement for the Seven Month Period Ending April 30, 2021
 Prepared by Joy Nuffer, April 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Revenues					
Admin Fees	\$ 662,665.00	386,554.56	\$ 55,222.08	55,222.08	276,110.44
JC Grant Marketing	275,400.00	160,650.00	22,950.00	22,950.00	114,750.00
JC Grant Ag Program	138,720.00	80,920.00	11,560.00	11,560.00	57,800.00
RLF Interest Income	30,000.00	16,894.14	2,154.94	3,594.52	13,105.86
Grant Income NYS	0.00	42,569.79	(4,394.09)	0.00	(42,569.79)
Interest Income	3,500.00	680.47	0.00	116.44	2,819.53
Late Fee	0.00	13.75	6.00	3.25	(13.75)
Grant Income NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Miscellaneous Income	20,000.00	22,879.26	3,952.92	2,657.23	(2,879.26)
AG Conference	8,650.00	0.00	0.00	0.00	8,650.00
Dairy Parade	0.00	2,900.00	2,900.00	0.00	(2,900.00)
Total Revenues	1,153,935.00	714,061.97	94,351.85	96,103.52	439,873.03
Expenses					
Salaries	580,168.00	312,795.65	56,083.17	37,409.18	267,372.35
Benefits	242,474.00	117,636.41	16,124.15	14,665.21	124,837.59
Operations					
Marketing Program	366,798.00	186,548.43	25,371.00	25,807.08	180,249.57
AG Program	197,302.00	107,788.27	18,858.87	14,060.11	89,513.73
Office Expense	19,000.00	7,609.80	132.11	345.21	11,390.20
Payroll Processing	1,900.00	2,087.31	356.55	237.70	(187.31)
Office Rent	17,753.00	10,355.59	1,479.37	1,479.37	7,397.41
Project Loan Rent	55,943.00	32,633.09	4,661.87	4,661.87	23,309.91
Office Cleaning	9,000.00	6,089.92	862.68	897.68	2,910.08
Telephone	7,000.00	4,345.72	473.90	568.57	2,654.28
Equipment Rental	3,500.00	2,012.36	287.48	287.48	1,487.64
Equipment Maintenance	5,000.00	2,227.50	337.50	135.00	2,772.50
System Maintenance	2,500.00	1,501.15	214.45	214.45	998.85
Electric Service	3,000.00	2,297.01	0.00	558.93	702.99
Gas Service	3,000.00	1,073.14	0.00	0.00	1,926.86
Manufacturers Workshop	2,500.00	0.00	0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	0.00	0.00
Manufacturing Day	1,000.00	0.00	0.00	0.00	1,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Safety Training	15,000.00	0.00	0.00	0.00	15,000.00
Travel/Promotion/Meals	7,500.00	912.09	0.00	46.47	6,587.91
Staff Training & Seminars	3,000.00	295.00	0.00	0.00	2,705.00
Depreciation Distillery Equip.	3,536.00	5,072.41	0.00	0.00	(1,536.41)
Depreciation F&F	5,134.00	6,310.35	1,256.70	1,256.70	(1,176.35)
Board Functions	0.00	28.06	0.00	0.00	(28.06)
Dues & Publications	7,500.00	5,493.00	0.00	0.00	2,007.00
Legal Unrestricted	1,000.00	180.00	0.00	0.00	820.00
Accounting & Auditing	7,200.00	6,150.00	0.00	0.00	1,050.00
CEDS Update	7,500.00	0.00	0.00	0.00	7,500.00
Fees Expense	300.00	315.00	0.00	0.00	(15.00)
Grant Expense NYS-HAB	15,000.00	0.00	0.00	0.00	15,000.00
Covid Grant	0.00	2,500.00	0.00	0.00	(2,500.00)
Reallocated Program Expenses	(444,574.00)	(261,140.01)	(40,406.57)	(36,414.21)	(183,433.99)
Miscellaneous - Unrestricted	501.00	0.00	0.00	0.00	501.00
Total Operations	1,153,935.00	568,117.25	86,093.23	66,216.80	585,817.75
Total Revenue	1,153,935.00	714,061.97	94,351.85	96,103.52	439,873.03
Total Expenses	1,153,935.00	568,117.25	86,093.23	66,216.80	585,817.75
Net Income Over Expenditures	\$ 0.00	145,944.72	\$ 8,258.62	29,886.72	(145,944.72)

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION

AG Program Expense Statement for the Seven Month Period Ending April 30, 2021

Prepared by Joy Nuffer, April 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
AG Annual Meeting	\$ 5,000.00	0.00	\$ 0.00	0.00	5,000.00
AG Office Expense	1,000.00	484.24	0.00	0.00	515.76
AG Advertising	4,000.00	1,814.88	0.00	135.00	2,185.12
AG Printed Material	1,000.00	0.00	0.00	0.00	1,000.00
AG Membership/Dues	400.00	99.00	0.00	0.00	301.00
AG Business Attraction	3,500.00	0.00	0.00	0.00	3,500.00
AG Subscriptions	200.00	0.00	0.00	0.00	200.00
AG Travel/Meals/Lodging	4,000.00	52.14	0.00	0.00	3,947.86
Dairy Parade	0.00	941.40	941.40	0.00	(941.40)
AG Web Site Development	2,000.00	159.60	39.90	39.90	1,840.40
AG Misc Program Expenses	1,000.00	0.00	0.00	0.00	1,000.00
AG Development	0.00	800.00	0.00	0.00	(800.00)
Local Food Guide	800.00	0.00	0.00	0.00	800.00
Salary Overhead	88,947.00	55,560.87	10,615.38	7,076.92	33,386.13
FICA Overhead	5,337.00	3,255.69	622.40	414.94	2,081.31
Medicare Overhead	1,245.00	761.42	145.56	97.04	483.58
Health/Dental Ins Overhead	29,727.00	16,547.06	2,428.98	2,443.37	13,179.94
Retirement Overhead	8,005.00	3,313.73	636.93	424.62	4,691.27
Indirect Labor Allocation	36,520.00	21,303.24	3,043.32	3,043.32	15,216.76
Non Labor Allocated Overhead	4,621.00	2,695.00	385.00	385.00	1,926.00
Total Operations	197,302.00	107,788.27	18,858.87	14,060.11	89,513.73

For Internal Use Only

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Manuf. & Business Support Expense Statement for the Seven Month Period Ending April 30, 2021**

Prepared by Joy Nuffer, April 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Manufacturers Workshop	\$ 2,500.00	0.00	\$ 0.00	0.00	2,500.00
Business Support	5,000.00	5,000.00	0.00	0.00	0.00
Manufacturing Day	1,000.00	0.00	0.00	0.00	1,000.00
Workforce Development	2,500.00	0.00	0.00	0.00	2,500.00
Safety Training	15,000.00	0.00	0.00	0.00	15,000.00
Total Operations	26,000.00	5,000.00	0.00	0.00	21,000.00

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**Marketing Program Expense Statement for the Seven Month Period Ending April 30, 2021**

Prepared by Joy Nuffer, April 28, 2021

UNRECONCILED

	Current Year Budget	Year-to-Date Total	Current Month	Previous Month	Balance Remaining
Operations					
Advertising Expense	\$ 41,000.00	11,198.80	\$ 557.00	1,873.00	29,801.20
Canadian Marketing	15,000.00	0.00	0.00	0.00	15,000.00
Printed Material	2,000.00	1,044.44	0.00	977.44	955.56
Seminars Workshops Publicatio	2,000.00	0.00	0.00	0.00	2,000.00
Travel/Meals/Promotion	3,000.00	19.55	0.00	0.00	2,980.45
Public Relations	3,000.00	0.00	0.00	0.00	3,000.00
Web Site Dev & Promo Design	15,000.00	11,032.64	285.00	427.64	3,967.36
Events Sponsorship	10,250.00	5,550.00	2,000.00	0.00	4,700.00
Survey Monkey	200.00	0.00	0.00	0.00	200.00
Drum Country Business	5,000.00	0.00	0.00	0.00	5,000.00
Allocated Overhead	270,348.00	157,703.00	22,529.00	22,529.00	112,645.00
Total Operations	366,798.00	186,548.43	25,371.00	25,807.08	180,249.57

Jefferson County Local Development Corp
Balance Sheet
April 30, 2021

ASSETS

Current Assets		
General Checking	\$	68,226.97
Savings Account		1,194,142.24
RLF Savings		1,501,793.11
Grants Receivable Records		20,073.26
RLF Loans Receivable		458,658.09
N Grid Mkt Grant European		12,500.00
COVID Accounts Receivable		267,770.50
Clayton Loans Receivable		10,000.00
Miscellaneous Receivable		7,500.00
LHI Records Storage		87,029.51
Prepaid Expense		7,833.76
		<hr/>
Total Current Assets		3,635,527.44
Property and Equipment		
Accumulated Depreciation		(54,876.60)
		<hr/>
Total Property and Equipment		(54,876.60)
Other Assets		
Furniture & Fixtures		70,387.89
		<hr/>
Total Other Assets		70,387.89
		<hr/>
Total Assets	\$	<u><u>3,651,038.73</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
JC Grant-Marketing	\$	114,750.00
JC Grant Agriculture Program		23,120.00
Deferred Mkt. Grant European		12,500.00
		<hr/>
Total Current Liabilities		150,370.00
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		150,370.00
Capital		
General Fund Bal - Unrestrict.		3,354,724.01
Net Income		145,944.72
		<hr/>
Total Capital		3,500,668.73
		<hr/>
Total Liabilities & Capital	\$	<u><u>3,651,038.73</u></u>

Jefferson County Local Development Corp

Receivables

As of April 30, 2021

Customer	Orig Loan	Balance	Issued	Maturity	Terms	Status	Payment
JAY CANZONIER	100,000.00	43,549.13	4/26/17	7/1/2026	3%- 84 Months	Current	726.73
CLAYTON ISLAND TOU	40,000.00	40,000.00	4/29/20	5/1/2026	5%-73 Months	Current-Int only	166.67
CURRENT APPS	187,500.00	123,456.45	12/14/11	1/1/2032	5% 240 Months	Current	1,237.42
DIPRINZIO'S KITCHEN	5,000.00	5,000.00	1/22/21	2/1/2027	3%, 60 Months	Current-Int only	12.50
DIPRINZIO'S MARKET	5,000.00	5,000.00	1/22/21	2/1/2027	3%, 60 Months	Current-Int only	12.50
LCO DESTINY, LLC	600,000.00	88,673.83	9/29/15	10/1/2020	5%, 60 Months	30 days-Int only	11,322.74 Int 370.45
WICLDC	200,000.00	111,796.29	12/1/10	1/1/2031	3%, 240 Months	Current	1,109.20
WICLDC-JAIN	98,082.50	51,182.39	9/10/18	10/1/2023	3.5% 60 Months	Current	1,784.29
Report Total		468,658.09					

**Jefferson County Local Development Corp
Aged Receivables
As of Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FARM	2086	43,549.13
		<hr/>
CANZONIER JAY CANZONIER D/B/A NORTH BRANCH FAR		43,549.13
		<hr/>
CLAYTON ISLAND CLAYTON ISLAND TOURS	2242	40,000.00
		<hr/>
CLAYTON ISLAND CLAYTON ISLAND TOURS		40,000.00
		<hr/>
CURRENT CURRENT APPLICATIONS	11-30-11 LDCRLF	123,456.45
		<hr/>
CURRENT CURRENT APPLICATIONS		123,456.45
		<hr/>
LCO LCO DESTINY, LLC	2013	88,673.83
		<hr/>
LCO LCO DESTINY, LLC		88,673.83
		<hr/>
WIC WICLDC	1907 RLF LOAN	111,796.29 51,182.39
		<hr/>
WIC WICLDC		162,978.68
		<hr/>
Report Total		458,658.09

**Jefferson County Local Development Corp
Clayton Loan Fund Aged Receivables
As of Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN	2309				5,000.00	5,000.00
DIPRINZIO KITCHEN DIPRINZIO'S KITCHEN					5,000.00	5,000.00
DIPRINZIO MARKET DIPRINZIO'S MARKET	2310				5,000.00	5,000.00
DIPRINZIO MARKET DIPRINZIO'S MARKET					5,000.00	5,000.00
Report Total					10,000.00	10,000.00

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
AUBREYS AUBREYS SHOPPING CENTER	2241	10,000.00
AUBREYS AUBREYS SHOPPING CENTER		10,000.00
BOATHOUSE BOATHOUSE MARINE, LLC	2265	9,900.00
BOATHOUSE BOATHOUSE MARINE, LLC		9,900.00
BROTHERTON STEVEN BROTHERTON	2252	9,100.00
BROTHERTON STEVEN BROTHERTON		9,100.00
CCTI COLLEENS CHERRY TREE INN	2238	10,000.00
CCTI COLLEENS CHERRY TREE INN		10,000.00
CORNELIA LAURIE A. CORNELIA	2240	10,000.00
CORNELIA LAURIE A. CORNELIA		10,000.00
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS	2256	5,000.00

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
CRAFTS & DRAFTS MAIN STREET CRAFTS & DRAFTS		5,000.00
DEMAR AMY S. DEMAR	2237	10,000.00
DEMAR AMY S. DEMAR		10,000.00
ELMER KATHLEEN ELMER	2253	10,000.00
ELMER KATHLEEN ELMER		10,000.00
FIELD FIELD OF DREAMS, LLC	2267	10,000.00
FIELD FIELD OF DREAMS, LLC		10,000.00
GOULD ROBERT L. GOULD	2234	10,000.00
GOULD ROBERT L. GOULD		10,000.00
GRAPES BUSTED GRAPES,LLC	2250	9,825.00
GRAPES BUSTED GRAPES,LLC		9,825.00

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
HERMAN BONNIE HERMAN	2235	10,000.00
HERMAN BONNIE HERMAN		10,000.00
MILLER GAIL W. MILLER	2236	10,000.00
MILLER GAIL W. MILLER		10,000.00
MORGIA MORGIA MASONRY	2264	10,000.00
MORGIA MORGIA MASONRY		10,000.00
NORTH BRANCH NORTH BRANCH FARMS	2262	10,000.00
NORTH BRANCH NORTH BRANCH FARMS		10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING	2263	10,000.00
NORTHERN NORTHERN COMMERCIAL CLEANING		10,000.00
NORTHROP MICHAEL NORTHROP	2245	10,000.00

**Jefferson County Local Development Corp
 COVID Loans Aged Receivables
 As of Apr 30, 2021**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
NORTHROP MICHAEL NORTHROP		10,000.00
PAINFULL PAINFULL ACRES	2255	4,461.63
PAINFULL PAINFULL ACRES		4,461.63
RBM RBM MANUFACRURING	2233	10,000.00
RBM RBM MANUFACRURING		10,000.00
RHODES RHODES GREENHOUSES, INC	2261	10,000.00
RHODES RHODES GREENHOUSES, INC		10,000.00
SAMPSON-MELISSA MELISSA SAMPSON	2254	10,000.00
SAMPSON-MELISSA MELISSA SAMPSON		10,000.00
SKINNER SCOTT P. SKINNER	2248	10,000.00
SKINNER SCOTT P. SKINNER		10,000.00

Jefferson County Local Development Corp
COVID Loans Aged Receivables
As of Apr 30, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
THOMAS CAROL THOMAS	2243	10,000.00
THOMAS CAROL THOMAS		10,000.00
TILLSON ALISHA TILLSON	2249	9,845.31
TILLSON ALISHA TILLSON		9,845.31
WEST WINDS WEST WINDS COTTAGES & MOTEL	2259	10,000.00
WEST WINDS WEST WINDS COTTAGES & MOTEL		10,000.00
WILLS GREG WILLS	2246	9,690.23
WILLS GREG WILLS		9,690.23
WINKLER STEPHEN WINKLER	2268	9,948.33
WINKLER STEPHEN WINKLER		9,948.33

Jefferson County Local Development Corp
COVID Loans Aged Receivables
As of Apr 30, 2021

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer Bill To Contact Telephone 1	Invoice/CM #	Amount Due
ZERO ZERO DOCK STREET, LLC	2280	10,000.00
ZERO ZERO DOCK STREET, LLC		10,000.00
Report Total		267,770.50

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
4/1/21	407501 112501	1240	4/21 & 5/21 INTEREST MELISSA SAMPSON	50.00	50.00
4/1/21	122250 112501	5663	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
4/1/21	407501 112501	1768	4/21 INTEREST AMY S. DEMAR	25.00	25.00
4/1/21	407501 112501	8462	5/21 INTEREST LAURIE A. CORNELIA	25.00	25.00
4/1/21	407501 112501	7408	4/21 INTEREST CAROL THOMAS	25.00	25.00
4/1/21	407501 112501	1754	INTEREST COLLEENS CHERRY TREE INN	25.00	25.00
4/1/21	407501 112501	1291	4/21 INTEREST ROBERT L. GOULD	25.00	25.00
4/1/21	125001 125001 100001	7474	Invoice: 2318 Invoice: 2317 JEFF COUNTY IDA	56,539.72	55,222.08 1,317.64
4/8/21	407501 112501	34524898	4/21 INTEREST CLAYTON ISLAND TOURS	166.67	166.67
4/8/21	407501 112501	5541	4/21 INTEREST MAIN STREET CRAFTS & DRAFTS	12.50	12.50
4/8/21	122025 407501 112501	5029	Invoice: 2086 5/21 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	616.32 110.41
4/8/21	122025 407501 112501	5027	Invoice: 2086 4/21 INTEREST JAY CANZONIER D/B/A NORTH BRANCH FARMS	726.73	614.78 111.95
4/8/21	407501 112501	5028	5/21 & 6/21 INTEREST NORTH BRANCH FARMS	50.00	50.00
4/8/21	407501 112501	2572	4/21 INTEREST AUBREYS SHOPPING CENTER	25.00	25.00
4/8/21	407501 112501	1079	6/21 INTEREST NORTHERN COMMERCIAL CLEANING	25.00	25.00
4/8/21	407501 112501	46452	4/21 & 5/21 INTEREST SCOTT P. SKINNER	50.00	50.00
4/8/21	407501 112501	1395	4/21 INTEREST ZERO DOCK STREET, LLC	25.00	25.00
4/8/21	407501 412502 112501	3799	2/21, 3/21, 4/21, 5/21 INTEREST LATF FFE GA-20-MILLER	103.00	100.00 3.00

Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
4/8/21	202401 202501 100001	1397	DUE JCLDC RLF DUE TO SHLDC MAIN STREET CRAFTS & DRAFTS	25.00	12.50 12.50
4/15/21	122025 407501 112501	159390	Invoice: RLF LOAN 4/21 INTEREST WICLDC	1,784.29	1,630.25 154.04
4/15/21	122025 407501 112501	3388	Invoice: 1907 4/21 INTEREST WICLDC	1,109.20	826.14 283.06
4/15/21	407501 112501	5880	4/21 INTEREST BONNIE HERMAN	25.00	25.00
4/15/21	407501 112501	6055	4/21 INTEREST RBM MANUFACRURING	25.00	25.00
4/15/21	407501 112501	3332	4/21 INTEREST MORGIA MASONRY	25.00	25.00
4/15/21	407501 112501	53585962	4/21 INTEREST KATHLEEN ELMER	25.00	25.00
4/15/21	125001 100001	10062925	Invoice: 2320 COMMUNITY BANK NA	200.00	200.00
4/15/21	125001 100001	0100460987	Invoice: 2321 GREAT LAKES CHEESE	1,000.00	1,000.00
4/15/21	202401 202501 100001	19358	DUE JCLDC RLF DUE SHLDC PAINFULL ACRES	179.69	89.85 89.84
4/22/21	125001 100001	7491	Invoice: 2319 JEFF COUNTY IDA	1,317.64	1,317.64
4/22/21	125001 100001	44348	Invoice: 2322 MURCREST FARMS, LLC	500.00	500.00
4/22/21	125001 100001	6756	Invoice: 2323 AFGRITECH	100.00	100.00
4/22/21	122250 112501	5550	Invoice: 2255 PAINFULL ACRES	89.85	89.85
4/22/21	407501 112501	1783	4/21 INTEREST COLLEENS CHERRY TREE INN	25.00	25.00
4/29/21	407501 412502 112501	18545	3/21, 4/21, 5/21, 6/21 INTEREST 3/21 & 4/21 LATE FEE FIELD OF DREAMS, LLC	103.00	100.00 3.00
4/29/21	407501 112501	7440	5/21 INTEREST CAROL THOMAS	25.00	25.00
4/29/21	122250 112501	5691	Invoice: 2252 STEVEN BROTHERTON	100.00	100.00
4/29/21	407501	307	5/2 - 21 - REST		25.00

**Jefferson County Local Development Corp
Cash Receipts Journal
For the Period From Apr 1, 2021 to Apr 30, 2021**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transaction Ref	Line Description	Debit Amnt	Credit Amnt
	112501		ROBERT L. GOULD	25.00	
4/29/21	122250 407501 112501	3034	Invoice: 2246 6/21, 7/21 INTEREST GREG WILLS	359.38	309.77 49.61
4/29/21	122025 407501 112501	3404	Invoice: 11-30-11 LDCRLF 4/21 INTEREST CURRENT APPLICATIONS	1,237.42	720.72 516.70
4/29/21	125001 100001	105563716	Invoice: 2325 DAIRY FARMERS OF AMERICA	500.00	500.00
4/29/21	125001 100001	7497	Invoice: 2324 JEFF COUNTY IDA	1,317.64	1,317.64
4/29/21	125001 100001	5035	Invoice: 2326 NORTH BRANCH FARMS	100.00	100.00
4/29/21	125001 100001	35554	Invoice: 2327 COUNTRYSIDE VETERINARY CLINIC	500.00	500.00
4/29/21	407501 112501	1790	5/21 INTEREST AMY S. DEMAR	25.00	25.00
				<u>69,448.46</u>	<u>69,448.46</u>

Jefferson County Local Development Corp
Check Register
For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5525	4/1/21	EXCELLUS BC/BS	100001	10,736.64
5526	4/1/21	THE HARTFORD	100001	261.11
5527	4/1/21	NNY ONLINE	100001	214.45
5528	4/1/21	NORTHERN COMPU	100001	135.00
5529	4/1/21	RBC WEALTH MAN	100001	2,560.68
5530	4/1/21	RIVERSIDE MEDIA L	100001	175.00
5531	4/1/21	STATEBOOK INTER	100001	150.00
5532	4/1/21	UNITED WAY OF NN	100001	95.00
5533	4/1/21	WELLS FARGO FIN	100001	287.48
5534	4/1/21	WICLDC	100001	1,479.37
5535	4/1/21	WATERTOWN LOC	100001	4,661.87
5536	4/1/21	EXCELLUS BC/BS	100001	390.24
5537	4/1/21	EXCELLUS BC/BS	100001	547.69
5538	4/8/21	ATLAS INTEGRATE	100001	285.00
5539	4/8/21	BLUE MOUNTAIN S	100001	27.50
5540	4/8/21	CINTAS	100001	97.68
5541	4/8/21	JCLDC	100001	12.50
5542	4/8/21	NATIONAL GRID	100001	558.93
5543	4/8/21	QUALITY PRODUCT	100001	39.90
5544	4/8/21	RIVERSIDE MEDIA L	100001	977.44
5545	4/8/21	SACKETS HARBOR	100001	12.50
5546	4/8/21	SYNTELA CONFERE	100001	29.40
5547	4/8/21	VERIZON WIRELES	100001	126.81
5548	4/8/21	WPBS	100001	557.00
5549	4/15/21	COUGHLIN PRINTIN	100001	566.40
5550	4/15/21	JCLDC	100001	89.85
5551	4/15/21	KEY BANK	100001	252.65
5552	4/15/21	COUNTY OF LEWIS	100001	2,000.00
5553	4/15/21	NORTHERN COMPU	100001	157.50
5554	4/15/21	RBC WEALTH MAN	100001	2,560.68
5555	4/15/21	SAM'S CLUB	100001	41.15
5556	4/15/21	SACKETS HARBOR	100001	89.84

Jefferson County Local Development Corp
Check Register
For the Period From Apr 1, 2021 to Apr 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
5557	4/15/21	UNITED WAY OF NN	100001	95.00
5558	4/15/21	WB MASON CO INC.	100001	90.96
5559	4/21/21	NORTHERN COMME	100001	765.00
5560	4/21/21	RBM MANUFACTUR	100001	375.00
5561	4/21/21	SPECTRUM REACH	100001	1,195.90
5562	4/21/21	WELLS FARGO FIN	100001	287.48
5563	4/21/21	WESTELCOM	100001	444.50
5567	4/27/21	NORTHERN COMPU	100001	180.00
5564	4/29/21	CINTAS	100001	48.84
5565	4/29/21	RBC WEALTH MAN	100001	2,560.68
5566	4/29/21	UNITED WAY OF NN	100001	95.00
Total				<u>36,315.62</u>

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy
Committee Meeting Minutes
April 27, 2021**

Present (Loan Review): Robert Aliasso, Chair, John Jennings
Present (Alternative Energy): William Johnson, Paul Warneck

Excused: David Converse

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Jay Matteson, Joy Nuffer, Rob Aiken, Ed Walldroff, Justin Miller, Esq., Kelly Stokes, Christian Schlesinger, Genevieve Trigg, Esq., Lisa L'Huillier

I. Call to Order: Loan Review Chair Aliasso called the meeting to order at 8:00 a.m.

II. Pledge of Allegiance

TherARTpy – A request for a \$10,102 Microenterprise Loan to be used for startup costs for an arts and crafts business to be created in Alexandria Bay, NY. Staff recommended a five-year amortization at 5%. Collateral will be a first position on the assets of the business and a personal guarantee of Suzette Robertson. Mrs. Robertson will be the sole employee during startup.

Mr. Aliasso pointed out that the amount in the draft resolution needs to be changed from \$19,000 to \$10,102.

Mr. Aliasso said that according to the balance sheet, a lot is annualized except for rent. He said it appears Mrs. Robertson will rent for six months then come back and rent again since the business will be seasonal. He said that there may be a rental agreement with the building owner, but didn't know that for sure.

Mr. Jennings said that the business plan was well written and indicated that Mrs. Robertson did her homework. Mr. Aliasso pointed out that Mrs. Robertson was assisted by the Small Business Development Center.

Mr. Eaton said that Ms. Nuffer wrote up this loan request. He said that it is a small operation and is strictly cash. Mr. Aliasso said that it appears the business will be cash positive in year one.

A motion was made by Mr. Jennings to move the request to the full board of directors, seconded by Mr. Aliasso. All in favor.

Mr. Jennings asked if anything came from the state budget for evaluation of alternative energy projects. Mr. Warneck said yes that there is a bill moving forward. He said that they have 180 days to come up with standards. Attorney Miller indicated that the impact will not be immediate and may not be effective until 2023.

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy
Committee Meeting Minutes
April 27, 2021**

Ms. L'Huillier entered the meeting at 8:11 a.m.

- III. NY 18144 Game Farm, LLC** – Mr. Aliasso said the project has already met the SEQR criteria. He asked the applicant to clarify the number of acres since there were two different figures listed in the application. Mr. Schlesinger said the total acres is 24.7 which includes the access road. Mr. Aliasso asked Mr. Eaton to revise the project summary sheet and cost benefit analysis to reflect the correct number.

Mr. Jennings asked how long the SEQR determination is good for since it was completed in September 2020 for this project. Attorney Miller said that it can be good for several years as long as the site plan doesn't change. Mr. Schlesinger confirmed that the site plan has not changed.

Mr. Johnson asked if the applicant has spoken to the General Brown School District regarding the proposed PILOT. Attorney Trigg said that they have not to her knowledge and indicated that it was her understanding that the IDA would do that. Mr. Warneck said that the board used to require a letter from each taxing jurisdiction. However, it was decided that it created too much confusion, causing some jurisdictions to think we were asking for formal approval. Therefore, it has not been required for the newest projects. Mr. Walldroff asked if we should still seek the letter from the affected taxing jurisdictions (ATJ's), which can be used as an introduction to get everyone on the same page. Due to the confusion, Mr. Zembiec said that staff will reach out to the ATJ's as we have been doing recently. Attorney Miller said that the communication should occur in normal course which would allow the ATJ's to make comments at the public hearing. Mr. Walldroff acknowledged that he can settle for that.

Mr. Warneck asked if there is a host community agreement in place. Ms. Stokes said no.

Mr. Walldroff asked where the interconnect will take place. Mr. Schlesinger said that he didn't know off the top of his head; however, he said that they have an interconnect agreement with National Grid.

A motion was made by Mr. Jennings to move the proposed project to the full board for consideration, seconded by Mr. Aliasso. All in favor.

IV. Other/Unfinished Business:

- 1. Prime Farmland** – Mr. Matteson reviewed his PowerPoint presentation slides which reviewed the incentive model developed by another county to help developers stay away from prime soils and the disincentive model that we created. He said there are 240,000 acres in the ag district which doesn't necessary include hobby farms. He said that 77,000 or 30% is classified as prime and prime if drained.

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy
Committee Meeting Minutes
April 27, 2021**

Mr. Matteson asked committee members if they wanted to schedule another meeting that will include Elizabeth Wolters from the Albany Farm Bureau office.

Mr. Matteson recapped and said the incentive model reduces the PILOT base payment per megawatt rate and applies the discount for the number of acres that are not prime farmland. He said that the disincentive model example is also based on the \$5,500 PILOT based payment per megawatt. He said this model discourages solar developers from building a solar array on prime and prime if drained active agricultural soils by increasing the PILOT payment per megawatt. He noted that he uses a three-year window as the definition for active farmland. Attorney Miller pointed out that developers identify land and have leases which may occur for years before the IDA gets involved with a project. He said that he would use a different tool.

Mr. Warneck noted that the County won't consider bigger projects and indicated that a lot of work needs to be done to show them why they should consider them.

It was asked if the model is just for utility projects or community projects as well. Mr. Matteson said that community solar should be evaluated the same as utility projects for the protection of farmland since there is impact around the footprint of these projects as well.

Mr. Walldroff said that he is not sure how much impact the disincentive model will have. Mr. Matteson said that there are three options to consider: 1) use the disincentive model, 2) don't offer PILOT, and 3) do nothing. Mr. Warneck said that developers already identify and have land leases before we ever know about it and noted that it may be hard to shift them to another site. Mr. Walldroff said that there should be full taxation on any project that is on prime farmland. He said developers could then go to the Governor indicating that local officials are being excessive, and the government could then formulate the PILOT for us.

Mr. Aliasso pointed out that utility scale projects don't fall under the UTEP. He said that we could consider hiring experts to do a financial analysis that will help determine taxation. Attorney Miller said that he is starting to work with Mr. Eaton on a new CBA program for solar projects. He said the NY 18144 Game Farm, LLC project will be the first one through the system. He said the project will be analyzed and we will be able to look at added value.

Mr. Jennings left the meeting at 9:20 a.m.

Mr. Warneck said we should put a moratorium on utility scale projects until the state creates their methodology. Mr. Aliasso said the public needs factual information.

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy
Committee Meeting Minutes
April 27, 2021**

2. **Other** – Mr. Aliasso said he attended a meeting last night of the Lake Ontario Marine Sanctuary Council and announced that Lake Ontario is being considered as a marine sanctuary. He said that this would be the second with this status and could have an impact on tourism. Mr. Aliasso said that Katie Malinowski is Vice Chair of the Council and has more information available. Mr. Zembiec pointed out that Mr. Matteson is part of that council as well.
3. **Draft UTEP** – Mr. Zembiec said the most recent draft includes comments from board members and a slight change to the renewable energy section by Attorney Miller.

The following comments were made:

Mr. Aliasso said the current UTEP is 25MW but suggested it match ORES for 20MW.

Mr. Walldroff said that we should push ourselves for 100% taxation for prime farmland. Mr. Warneck said that we are waiting on the state's methodology.

Mr. Aliasso said that we should not be an obstacle. Mr. Warneck said that we are doing our role.

Mr. Warneck said that 50% taxation should be a goal and not be mandatory and that we should limit the term to 15 years for alternative energy projects.

Mr. Zembiec asked Attorney Miller if the renewable energy section is tied to the 50% taxation as mentioned earlier in the UTEP. Attorney Miller said "No." That applies to standard projects – industrial, manufacturing, commercial as defined.

Mr. Aliasso said that we should collect data and set up meetings just for the UTEP. He said that he would like to see the new CBA that Attorney Miller and Mr. Eaton are working on. He said that we also need to decide whether to change the threshold of the per megawatt and whether to incentivize or disincentivize. Mr. Warneck thinks that we should continue with the disincentive model and use the project agreement and other legal documents to request and track the local jobs. Attorney Miller said the project evaluation and criteria policies will address that. Mr. Zembiec said that we can invite local labor organizations to an upcoming meeting.

Mr. Zembiec confirmed that a special meeting will be scheduled to meet with Elizabeth Wolters of the Albany Farm Bureau office and a representative from Ag and Markets. Mr. Matteson will set that up.

**Joint Meeting of JCIDA Loan Review and JCLDC Alternative Energy
Committee Meeting Minutes
April 27, 2021**

Other –

Meeting Date – Mr. Warneck asked if the day of the monthly meeting can be changed since there is an on-going conflict with the Watertown Industrial Center LDC board meeting. Members agreed that the last Wednesday of each month would work.

Updates –

Mr. Zembiec said that we received a letter from the Village of Adams indicating that they will be lead agency for the SEQRA review for a proposed solar project by AES Clean Energy, Inc.

Mr. Zembiec said that the OYA Robinson Road and OYA Wayside Drive solar projects closed last Friday.

V. Adjournment: Mr. Aliasso adjourned the joint meeting at 10:01 a.m.

Respectfully submitted,
Peggy Sampson

DRAFT

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION Resolution Number 05.06.2021.01

RESOLUTION TO SUPPORT CHILDCARE TRAINING AND THE ESTABLISHMENT OF NEW REGULATED HOME DAY CARE FACILITIES IN JEFFERSON AND LEWIS COUNTIES

WHEREAS, a 2019 report by the Childcare Coordinating Council of the North Country identified 86% of North Country census tracts as childcare deserts, with inadequate childcare to meet local needs; and

WHEREAS, in Jefferson County, there are 6.7 children for each regulated childcare slot available, and 100% of the county is considered a childcare desert; and

WHEREAS, the lack of affordable childcare is an impediment to many people entering the workforce; and

WHEREAS, a 2020 survey of businesses across the 7-county North Country region, identified childcare as a top priority by employers, who indicated this was a pre-COVID issue impeding recruitment efforts and affecting employee attendance, and that it was exacerbated by the pandemic; and

WHEREAS, in addition to addressing a community need and workforce issue, the establishment of regulated home-based day care facilities will increase the number of locally-owned small businesses; now therefore be it

RESOLVED, that the Jefferson County Local Development Corporation (JCLDC) agrees to join with Lewis County Economic Development in a proposal they have developed in partnership with the Community Action Planning Council, Jefferson Community College, the Small Business Development Center, and Lewis County Planning Department to support the *North Country Regulated Home Day Care Training Bootcamp*; and be it further

RESOLVED, that the JCLDC will pay \$24,230 for its portion of the \$45,450 total cost to administer this program in its first year of operation; and be it further

RESOLVED, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.

David J. Converse
Chairman

**NORTH COUNTRY
REGULATED HOME DAY CARE TRAINING BOOTCAMP**

PILOT PROGRAM, 2021 - 2024

Prepared: March 17, 2021

SUMMARY: Lewis County, the Community Action Planning Council (CAPC), Jefferson Community College (JCC), and the Small Business Development Center (SBDC) have collaborated to propose an innovative education and training program to support the establishment of new regulated home day care facilities in Jefferson and Lewis counties.

In 2019, the Child Care Coordinating Council of the North Country issued a report indicating that 86% of North Country census tracts were identified as childcare deserts, meaning there is not enough childcare to meet local needs. To support the urgent demand for affordable, safe, high-quality childcare, the partners have developed an accelerated program to empower, educate, and launch new regulated home day care facilities in Jefferson and Lewis counties. In less than a year, 15 new providers will be registered or licensed to operate a home day care and 12 providers will have earned a Certificate of Completion from the *Regulated Home Day Care Training Bootcamp* signifying advanced competencies in early childhood education and small business management.

Lewis County

In Lewis County, there are 7.8 children for each regulated childcare slot available and 94% of the county is considered a childcare desert. In total, there are only 472 childcare slots available in the County compared to approximately 3,700 children.

Jefferson County

In Jefferson County, there are 6.7 children for each regulated childcare slot available and 100% of the county is considered a childcare desert. In total, there are only 3,051 childcare slots available in the county compared to approximately 20,500 children.

REQUEST: The partners respectfully request three-year pilot project funding in the amount of \$131,240 to support the creation of 45 new regulated home day care facilities in Jefferson and Lewis counties. These new facilities would have the capacity to offer 270 new childcare slots at an investment of only \$486 per new slot. This would significantly increase the childcare capacity of Lewis County by an estimated 28.6% and Jefferson County by an estimated 4.4%.

PROGRAM COMPONENTS:

PART I

1. Recruitment and orientation event (3 hours with lunch provided) – June 2021

Multiple recruitment and orientation events will be coordinated by the CAPC and hosted at the Lewis County Education Center and the CAPC Watertown facility. The partners have committed to developing and implementing a joint marketing plan that includes leveraging existing social media platforms, media buys, and advertising budgets.

At the events, potential participants will learn about the program requirements and complete the *NYS Division of Child Care Services Child Day Care Orientation*. The orientation program is necessary to receive an application to apply for a childcare program license or registration to operate a regulated home daycare.

The event is not a required program element. If participants are unable to attend an orientation event, they will be directed to complete the NYS orientation online and to participate in the remaining program elements.

Attendees with childcare needs will be eligible for a childcare stipend (\$360) to support their attendance. This stipend will be processed by the CAPC.

Outcomes:

- By May 2021, a joint marketing plan has been developed and initiated.
- In June 2021, host three recruitment and orientation events with a total of 50 potential participants.
- By the end of June 2021, 40 potential participants have requested an application to establish a regulated home daycare center.
- By July 6, 25 participants have enrolled in the *Regulated Home Day Care Training Bootcamp*.

2. Application submitted to Office of Child and Family Services – July 2021

The CAPC and JCC will support participants in completing their application to establish a regulated home daycare facility. The CAPC will assist participants with the necessary documentation, such as the required medical statement, and provide sample application templates. The JCC Education Program will host a workshop to support participants in evaluating decisions related to program daily routine, behavior management, and discipline policies. The workshop will also guide students in their initial draft Family & Parent Handbook.

Once an application has been submitted to OCFS, a regulator is assigned to the program for technical assistance and as a point of contact. Applicants will have 90 days to start their program. During these 90 days, all screening and background checks must be conducted and satisfactorily

complete. Participants will pay the \$25 background check for provider status as part of the application process.

Outcomes:

- In July 2021, 30 applications from Jefferson and Lewis counties are received by the NYS Registrar to establish a regulated home daycare facility.

3. Participants become SBDC Clients and Start Basic Training – July/August 2021

Bootcamp participants are required to become an SBDC client. Each participant will be assigned to an SBDC Advisor for ongoing one-on-one counselling and be invited to four workshops and two online programs.

The workshop content and materials will be developed specifically for this initiative and will be retained as the property of JCC and the SBDC. Attendance at these workshops is required for the JCC Certificate of Completion. The workshops will be offered face-to-face and be recorded for participants who are unable to attend or to be used as reference for the participants.

The first six-hour workshop counts as part of the required 30 hours of training for licensed daycare providers. Workshop 1 will cover the following topics:

- Review of tax structure options
- Liability and protecting your assets (insurance agent guest speaker)
- How to register business name
- Support refinement of Family/Parent Handbook first draft.
- Segregation of personal and professional finances

In addition to the customized workshop, participants will have the opportunity to participate in two optional, online, program components as SBDC clients:

- Entre Skills (hours vary)
- Business Model Canvas (2 hours)

The SBDC counselor will encourage and guide each participant in completing their Aspire Professional Profile. The Aspire profile can be used to begin tracking trainings.

Outcomes:

- In August 2021, 20 participants have attended the SBDC basic training workshop and have been paired with an SBDC advisor.

4. CAPC Health & Safety Training – August 2021

All providers are required to complete 15 hours of pre-licensing health and safety training. The CAPC has experienced trainers to provide the *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider* program and 5-hour Red Cross First Aid/CPR training. This training will be hosted at both the Lewis County Education Center and the CAPC Watertown facility. The training will be offered on a Saturday and two evenings in the month of August.

Attendees with childcare needs will be eligible for a childcare stipend to support their attendance. This stipend will be processed by the CAPC.

Participants will be directed to additional free or low-cost training opportunities:

<https://www.ecetp.pdp.albany.edu/findtraining.aspx?Prog=EL>

Outcomes:

- In August 2021, 18 participants have completed 15 hours of required pre-licensing health and safety training and required first aid training.
- By September 15, 15 participants have been approved as regulated home day care providers.

PART II

As an incentive to becoming a regulated home daycare provider, newly registered and licensed providers participating in the *Regulated Home Day Care Training Bootcamp* will have the opportunity to participate in additional free education and training to support the success and growth of their new businesses and to earn a JCC Certificate of Completion. The Bootcamp program not only supports the creation of new regulated childcare facilities, but also the success of these small businesses and the quality of childcare offered to County residents.

All providers will be invited to join a closed Facebook group to post questions, network with peers, and to stay up to date on upcoming program events and resources. The site will be monitored by a professional from the CAPC, SBDC, and the JCC Education program. These professionals will provide on-demand advice to support the participants' new small business operations.

5. Advanced Entrepreneur Training – September, October & November 2021

Providers will continue their work with their assigned SBDC Advisor for ongoing one-on-one counselling and will be invited to three additional workshops. Attendance at two of these workshops is required for the JCC Certificate of Completion.

Workshop 2: Starting Up Your Childcare Business – September 2021

- Registering your business; DBA, EIN, NYS, etc. (detailed discussion)
- Best practices for your business' finances
- Setting up an accounting system
- Paying taxes
- Collecting payment from parents
- Paying providers (payroll)
- Do you need an accounting professional or are you going it alone? (a discussion of the pros and cons of each)

Workshop 4: Marketing your Childcare Business – October 2021

- How to use social media to promote and market your business
- Advertising best practices
- How to deal with social media controversy

Workshop 4: Hiring Staff – November 2021 (optional)

- Recruiting and hiring full and part time providers
- Interviewing skills and legalities
- Staff retention
- Progressive discipline and termination

Outcome:

- By December 31, 2021, 12 participants have completed the advanced entrepreneur training.

6. **ECD-101 Introduction to Early Childhood Care and Education (3 credits) – January 2022**

Providers will have the opportunity to earn 3 college credits at no cost. This incentive supports continued learning and high-quality childcare for local residents. This course is an introduction to early childhood care and education. Developmentally effective approaches are explored through a variety of educational settings. Topics include child development, learning theories, educational philosophy, historical influences, family involvement and diversity. Field observations are part of the course requirements. This course is part of a stackable education path that will allow regulated home day care providers to continue their education to further serve the region's early childhood education needs (Appendix A).

Outcome:

- In January 2022, 12 participants have enrolled in the ECD 101 course.

7. **Completion of the JCC Family Bootcamp Certificate of Completion – May 2022**

All regulated providers who complete three SBDC workshops and earn a grade of C or better in ECD 101 will receive a JCC *Regulated Home Day Care Training Bootcamp* Certificate of Completion.

Outcome:

- In May 2022, 10 *Regulated Home Day Care Training Bootcamp* graduates have earned a JCC Certificate of Completion.

Additional Business Supports and Policy Considerations

- The partners recommend exploring opportunities to support the new small businesses with necessary equipment, materials, and supplies to launch a high-quality home day care facility.
- The partners recommend Lewis County consider establishing contracts with family childcare providers to include holiday and sick pay.

BUDGET:

Coordination **\$5,600**

Individual to conduct recruitment, organize and host orientation events, check-in with participants and monitor progress, maintain attendance records, and hold weekly office hours (x2) at the Lewis County Education Center.

Recruitment and Orientation Events **\$1,870**

This includes three recruitment events. The cost includes lunch for participants, building security costs, and paid advertisements on Newzjunkie.

JCC Application Workshop **\$1,080**

This includes two 2.5 hour workshop to assist participants in the completion of their OCFS application to become a regulated home day care provider.

Health and Safety Training **\$6,800**

This includes the required *Health and Safety: Competencies for Becoming a Family or Group Family Day Care Provider*, first aid/CPR training, and evening security costs. This training will be offered three times for 18 participants.

Childcare Stipend **\$9,000**

Individuals with childcare needs participating in a Recruitment and Orientation Event and the 15-hour Health and Safety Training will be eligible for a one-time stipend of \$360 to support childcare needs. These funds are intended to incentivize and support participation and will be distributed by the CAPC.

Early Childhood Education Credits **\$10,110**

This includes the tuition, fees, and textbooks associated with ECD 101 for 12 students.

Administrative Expense **\$8,000**

This includes indirect expenses associated with facilities, technology, secretarial support, internet and laptop access, office space. This fee also includes the administrative expenses associated with designing, planning, and implementing the program, as well as the hiring and supervising of the coordinator and liaising with partner institutions.

Year One Subtotal **\$42,460**

Year Two Subtotal **\$43,734**

Estimated 3% increase

Year Three Subtotal **\$45,046**

Estimated 3% increase

3-Year Pilot TOTAL	\$131,240
Cost per anticipated new childcare slot available (n=270)	\$486

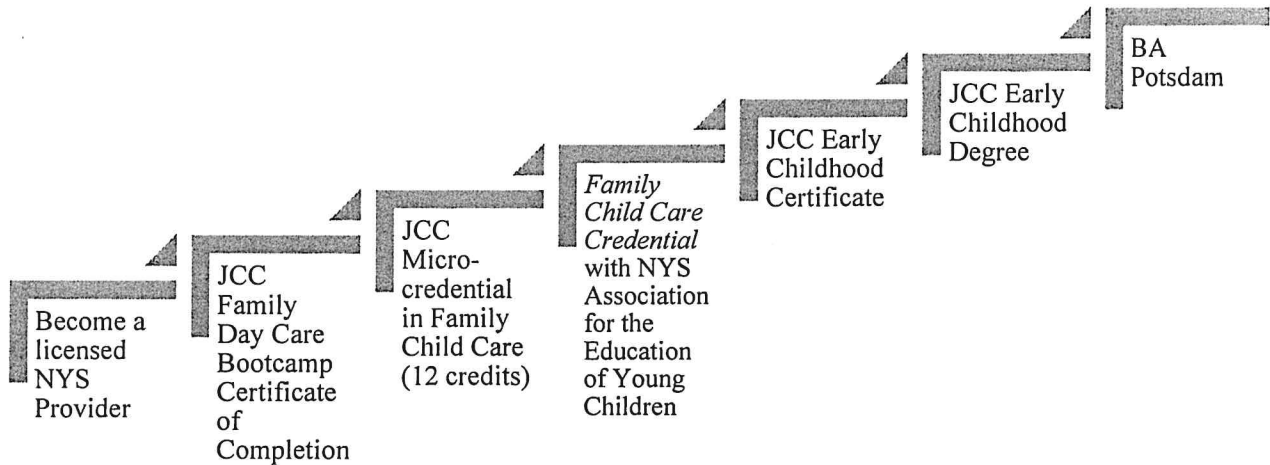
Miscellaneous *\$5,000*

The partners request a contingency fund to support the pilot project not to exceed \$5,000 over the three-year period. These funds will only be requested as necessary, on a reimbursement basis, to support needed facility upgrades, unexpected supplies, materials, or personnel costs associated with the core components of the project as outlined in this proposal.

APPENDIX A

STACKABLE PROGRAM ELEMENTS:

Providers may choose to continue their education after the Bootcamp. Below is an educational pathway that will enable providers to stack their educational experiences and continue to generate educators, at all levels, for Jefferson and Lewis counties.



Jefferson County Local Development Corporation
 800 Starbuck Avenue, Suite 800
 Watertown, NY 13601
 (315) 782-5865

2020-2021 Board Attendance

Name	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Aiken, Robert	-	P	P	P	A	P	P					
Aliasso, Robert	P	P	P	P	P	P	P					
Burto, Kent	E	P	P	P	P	P	P					
Converse, David	P	P	P	P	P	P	P					
Gardner, Gregory	P	P	E	P	P	P	P					
Jennings, John	P	A	E	P	P	P	E					
Johnson, William	P	P	P	P	P	P	P					
L'Huillier, Lisa	P	P	P	P	P	P	P					
Powers, Christine	P	P	P	P	P	P	E					
Walldroff, W. Edward	P	P	P	P	P	P	P					
Warneck, Paul	P	P	P	P	P	P	P					
Totals:	9	10	9	11	10	11	9					
P - Present												
E - Excused												
A - Absent												