

To: *Audit/Finance Committee Members*  
Re: *Minutes of October 13, 2015*

*Present:* Arleen Girard - Chairwoman  
Judy Calogero, Representative, City of Glens Falls  
Mitch Amado, Glens Falls Hospital  
Kurt Jaeger – Member

*Absent:*

*Staff:* Ed Bartholomew, President/CEO  
Jennifer Switzer, Director of Finance/CFO

On October 13, 2015 the Audit & Finance Committee of the Economic Development Corporation met in the Conference Room at EDC Offices located at 234 Glen Street in Glens Falls, New York. The following items of business were discussed:

**I.** **Welcome & Call to Order:** Chairman Arleen Girard welcomed all and called the meeting to order at 8:34 a.m.

**II.** **Review Responses to RFP for Audit Services & Approve Recommendation for Board Approval:** Jennifer Switzer briefed the committee members on the responses received and forwarded to committee members prior to the meeting. She inquired if there were any questions. Judy Calogero asked if there were any independence issues with any board members, to which Ms. Switzer informed the group she was not aware of any nor had the respondents addressed this in their responses. Mitch Amado agreed with the recommended request to engage Marvin & Company based upon the summary and responses received and did ask that language be included in the contract to include a clause for termination for cause. A short discussion ensued regarding the length of the contract.

A motion is made by Judy Calogero, seconded by Mitch Amado and carried unanimously to approve recommendation to engage Marvin & Company P.C. to provide audit and tax services as outlined in the RFP. The term of the contract will be for a 3 year period with annual renewals and the inclusion of a clause for termination for cause within the contract language.

**III.** **Review Board Designation of Assets and Approve Recommendation for Board Approval:** Jennifer gave a brief overview of the background/history of the merger of HRLDC into EDC, addition of assets

and the recommendation for the full board to designate a portion of net assets to address long-term planning and fiscal responsibility. Discussion began with designation for property carrying costs. Judy Calogero requested a summary of all EDC owned properties including the value, zoning, and site-readiness be included and shared with the full board to discuss a plan for these assets. Mitch Amado inquired as to whether the goal was to sell the property. Mr. Bartholomew responded with a description of the various properties, their history and any issues associated with the property. The discussion continued with any impacts the designation would have on funding. Jennifer discussed with the committee this idea had been shared with members of the County's budget committee focusing on long-term planning and fiscal responsibility. After further discussion the board requested the designation for the regional loan fund be increased by \$25,000 for a total of \$50,000 and the operating reserve be decreased by \$25,000.

A motion is made by Judy Calogero, seconded by Mitch Amado and carried unanimously to approve recommendation for board designation of assets as outlined in the summary provided by staff with the following changes, increase of \$25,000 to the Regional Loan Fund to \$50,000 for the loan loss reserve and a \$25,000 decrease to the Operating Reserve.

**IV. Review Draft 2016 Budget and Approve Recommendation for Board Approval** –Jennifer reviewed with the board the summary and corresponding details of the draft 2016 budget. She outlined the material differences in the budget for the group from the adopted 2015 budget to the draft 2016 budget presented. Discussion ensued among the committee members including PEO relationship with Keena, health insurance costs and benefits. The group requested additional information from staff including a copy of the Keena contract. Kurt Jaeger discussed issues facing small and larger employers over the next year in regard to benefits; specifically health insurance and suggested EDC begin to look into other options including a policy that includes an HSA. The discussion continued with recommendations for staff to review costs associated with contract services for payroll and personnel vs “in-house” over the next year.

Kurt Jaeger excused himself from the meeting at 9:40 a.m.

A motion is made by Mitch Amado, seconded by Judy Calogero and carried unanimously by remaining committee members to approve recommendation for approval of draft 2016 budget as presented by staff.

**V.** **Discussion, review and approve recommendation for cash investment options:** After a short review of the options for investment of cash at Glens Falls National Bank, committee members request staff to inquire of other banks options and rates available before recommendation to the full board.

**VI.** Upon no further business to come before the Audit & Finance Committee, Chairwoman Arleen Girard adjourned the meeting at 9:47 a.m.