

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Governance Committee Meeting

Tuesday, September 15, 2020 - 10 a.m. Meeting

*Meeting held via zoom – recording available*

**Members Present via zoom:** Jared Humiston, Marion Watkins, Sam Hall and Dave O'Brien

**Others Present via zoom:** Deanna Derway – WCLDC President

**I. Call to Order**

Chairman O'Brien called the meeting to order at 10:02 AM.

**II. Approval of Meeting Minutes**

After reviewing the meeting minutes from March, Jared Humiston made a motion to approve as presented. Marion Watkins seconded, and it was approved unanimously.

**III. Old Business - None**

**IV. New Business**

**a. Resolution 20-17 – Approving an updated agreement between SUNY Adirondack, Warren and Washington County LDC's for Start-Up ADK**

Deanna informed the Committee that the 3 entities met and discussed some of the changes that we have had to make due to COVID and wanted to update our agreement to reflect them. Some of the changes discussed are as follows: the cost will be increased from \$150 to \$200 per person as this has not been raised in 6 years; the Fall session will be held completely online via zoom/google classroom/EntreSkills; due to the fact that Kim, who is the instructor at the college, has done a tremendous job creating an entirely new delivery method for the course being that COVID hit in the middle of the Spring session, we also have proposed to increase her rate of pay to \$1000 per semester. After there was no further discussion on this agreement, Jared Humiston made a motion to approve. Sam Hall seconded, and it was approved unanimously. This resolution will be sent on to the Full Board of Directors for approval.

**b. Discuss Proposal from BLDC for year end 2020 PAAA reporting in 2021**

The Committee began discussing the fact that the Bolton LDC would like to contract with the LDC once again to complete their PARIS documentation as required by PAAA (reporting for year-end 2020). The Committee discussed the amount of time that the reporting took which was around 40 hours this year at the cost of \$3,500. Deanna let the Committee know that this will first be voted on in Audit & Finance, once a cost for next year is determined and once the contract is drafted by the LDC attorney, will come back to Governance for approval of the contract and then to full Board of directors for final approval. The Governance Committee is happy to move forward with this and will continue to review this next month.

**c. Miscellaneous**

Deanna updated the Committee on the current Comptroller's Audit and informed the Committee that the Auditors are in office a couple days a week in order to acquire the information that they need from Deanna and documentation. This could last a couple of months especially with the additional constraints of COVID during this time. Deanna will continue to keep the Committee updated on the audit.

Looking ahead, Deanna let the Committee know that year end 2020 (reporting in 2021) is the last year of our auditor and accounting contracts and therefore, as required by PAAA, we will be sending out RFP's for these services next year. With the Comptrollers audit, upcoming annual audit and PAAA reporting, Deanna has begun working on these documents in order to get ahead for 2021. The Committee asked if we are required to change the current companies completely or if we can go through the review process for RFP's but, can ultimately select the same company if we so choose. Deanna said that she believes that we have to change auditing companies as there is only 1 auditor and the lead auditor has to change every 5 years (if there were multiple auditors, we could go with the same company but, different head auditor). Deanna will verify this information with PAAA to make sure that we are compliant and will email the Committee with the answer.

**VIII. Adjournment**

The meeting was adjourned at 10:12 am. Motion made by Marion Watkins, seconded by Sam Hall and approved by all.

  
Dave O'Brien, Chairman

Submitted by Deanna Derway, Executive Director/President

  
Date