

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Board of Directors Meeting

Friday, March 26, 2021

10:00 a.m. Meeting

(Meeting held via zoom – recording available)

Board Members Present: Jared Humiston, Marion Watkins, Dan Shaw (entered 10:01), Dave O'Brien, Dana Hogan, Matt Hicks, Mark Mahoney, Sue Clary, Lester Losaw, Darrell Wilson, and James Griffith (entered 10:24 AM)

Staff Present: Deanna Derway – WCLDC President

I. Call to Order

Chairman Humiston called the meeting to order at 10:00 a.m.

II. Approval of Minutes

After reviewing the minutes from the January meeting, Dave O'Brien made a motion to approve with a second from Dana Hogan and approved unanimously.

III. Executive Director Report

Next, the Board reviewed the current loan list update. Deanna gave the following updates: We continue to work through the approved sale of equipment for Roundhouse Bakery and once it is complete the proceeds will be applied to the loan accounts as approved. Starky's Grill will be making his first payment as outlined in his approved payment plan and once he does make that first payment, Deanna will work with the bank to forgive the late fees as approved at last month's meeting. Deanna worked with Bonnie & Clyde's who will be making payments on both accounts weekly starting in April and will be caught up on payments by May. Deanna requested that each time they make a payment, they send a copy of the deposit slips as proof as they have not followed through a number of times in the past. The Board discussed and decided that they will give them the opportunity to do as they stated but, highlighted that if they do not follow through this time, the default interest rate of 16% will be instituted on both accounts. As stated last month, we understand that we are still in this pandemic crisis and we are willing to work with businesses who are struggling due to COVID but, they have to keep the lines of communication open and let us know what they need in order to get through and succeed during this time. Deanna will remain on top of this situation and will update the Board again at the next meeting. Woodward Equipment Company paid their loan off in full (earlier than maturity date) and are looking at a potential move so, I connected them with a bank and they are approved for financing which is the exact purpose of our programs to assist a business as a startup (or an expansion) that can't secure traditional financing and get them to a point where they can.

IV. Committee Reports

A. Loan Review Committee - Reviewed reports at the 3/24 meeting that will be voted on later in the meeting.

B. Governance Committee – Reviewed reports at the 3/24 meeting that will be voted on later in the meeting.

C. Audit & Finance Committee - Reviewed reports at the 3/24 meeting that will be voted on later in the meeting.

V. Old Business - None

VI. New Business

A. Next, we reviewed the February monthly financial reports and balance sheets, as well as, the financial binder reports. Deanna talked about the fact that the year-end financials are now complete and included in the Auditors Report that we will review later in this meeting. For 2021 however, we are starting the year out expectedly slower than usual with loans. Deanna is working with numerous people but, for most of them she is working with them for COVID assistance programs. Deanna is working to close the newly approved loans. Despite this slow start, we are in good shape financially. Some notable revenue and expense items that are upcoming, the Board can expect to see our 2021 insurance renewal costs over the next few months as Deanna works to renew those. Now that the annual audit is complete, Deanna is working with the Accountant to get them what they need to complete the 2020 tax returns. The expenses for both services will be reflected in the next few months as well. On the revenue side, the Spring session of Start Up ADK finished last night and therefore, we will see a small revenue from this. Deanna is working on completing the Bolton LDC PAAA reporting as per our contract and once completed, we will see the income and expense (approved stipend to Deanna). There was no further conversation and Dan Shaw made a motion to approve. Dave O'Brien seconded, and it was approved unanimously.

B. Next, the Board reviewed the 2020-year end reports and corresponding graphs that Deanna created including: Loans by Town, Complete loan portfolio breakdown (1985-current), Loans by sector, Loan funds written off by sector

& decade and Funding leant by year. There was a lengthy discussion about the impressive success rate across over \$18 million leant. The Board was very pleased with the information presented and Darrell Wilson made a motion to accept the reports as presented. Sue Clary seconded, and it was approved unanimously.

C. Next, the Board reviewed the following resolutions:

- **Resolution 21-1 – Approval of Washington County LDC 2020 Annual Report**
Motion to approve made by: Lester Losaw
Seconded by: Darrell Wilson
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21
- **Resolution 21-2 – Acceptance of 2020 Independent Auditors Report and Financial Statement**
Motion was made by: Darrell Wilson
Seconded by: Lester Losaw
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21
- **Resolution 21-3 Approval of Public Authorities Reporting Information System (PARIS) Investment Report**
Motion to approve made by: Lester Losaw
Seconded by: Dana Hogan
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21
- **Resolution 21-4 – Approval of Public Authorities Reporting Information System (PARIS) Procurement Report**
Motion to approve made by: Darrell Wilson
Seconded by: Dana Hogan
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21
- **Resolution 21-5 – Approval of Public Authorities Reporting Information System (PARIS) Certified Financial Audit Report**
Motion to approve made by: Darrell Wilson
Seconded by: Lester Losaw
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21
- **Resolution 21-6 – Approval of Public Authorities Reporting Information System (PARIS) Annual Report**
Motion to approve made by: Lester Losaw
Seconded by: Marion Watkins
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21
- **Resolution 21-7 – Approval of Public Authorities Accountability Act (PAAA) 2019 Authority Mission Statement and Performance Measures Report**
Motion to approve made by: Darrell Wilson
Seconded by: Sue Clary
Ayes: 10 Nays: 0 Abstain: 0
Approved: 3/26/21

C. Miscellaneous: Deanna let the Board know that she is working on renewing all of the LDC insurance policies including Directors & Officers, Business Owners, Workman's Comp, Crime, etc. After today's approval of reports, Deanna will be working with our accountant to get our tax returns prepared and submitted. Deanna is currently

working on the BLDC PAAA reporting as per our approved contract. Once they provide their auditors report, she will be able to complete and submit that. The Spring session of Start-Up ADK finished up this week and we will be seeing that income in the next few months. It was an impressive group of entrepreneurs that completed the course via Zoom. SUNY has done away with Business Central and are back to Continuing Education. There have been some personnel changes (to people we have worked with in the past) but, Start-up ADK will continue to be offered twice a year as in the past. Deanna will be preparing RFP's for Audit and Accounting Services as required by PAAA every 5 years. Once prepared, she will work with the Committees to get them approved and brought to BOD for final approval. The Comptrollers Auditors are done and in the editing phase but, still have had some follow up questions and document requests. The final report should be out by June or July.

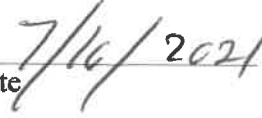
VII. Adjournment

The meeting was adjourned at 10:36 AM. Motion made by Lester Losaw, seconded by Sue Clary and approved by all.



Jared Humiston, Chairman

Date



Submitted by Deanna Derway, Executive Director/President