

**Wayne County Industrial Development Agency
Board Meeting
Regular Meeting –January 25, 2019
M I N U T E S**

The regular meeting of the Wayne County Industrial Development Agency (WCIDA) was called to order by Chairman David Spickerman at 9:30 a.m. on Friday, January 25, 2019, in the 2nd floor conference room, 9 Pearl Street, Lyons, NY. Members Present: David Spickerman, Robert Havrilla, Robert Debadts, Julie Dilella, Kay Stone-Gansz, Jeannie Brockmyre and Steve LeRoy. Also present: Pamela Heald, Ken VanFleet, John Morell, Esq.; Brian Pincelli, Director of Wayne County IDA; Sherry Handel, Deputy Director of Wayne County IDA; Jamie Corteville, Fiscal Officer; and Tanya Hasseler, Business Outreach Coordinator. Guest also in attendance was Larissa Hoffman, Edge Factor; Michele Sullivan, Wayne Finger Lakes BOCES; & Mike Mandina, Optimax

Meeting began with roll call.

On motion of Mr. LeRoy, seconded by Mr. Havrilla the minutes of the meeting of December 14, 2018 were unanimously approved.

Welcome to new IDA Board Member, Jeannie Brockmyre

Workforce Development Discussions-Brian Pincelli & Mike Madina, Optimax

Edge Factor Presentation- Larissa Hofman, Vice President of EdgeFactor
EdgeFactor Q&A
EdgeFactor Kickstart Program

Resolution Authorizing 20 Edge Factor Kickstart Program Videos and 20 accompanying activities

Whereas, the Wayne County Industrial Development Agency supports workforce development initiatives to attract and grow workforce talent throughout Wayne County; and

Whereas, it is prudent to invest in supporting Wayne County businesses in their efforts to attract talented and motivated employees, especially young people who once gainfully employed in Wayne County, are more likely to stay in Wayne County; and

Whereas, Edge Factor is creating Career Pathway videos for companies across North America to inspire students, reach parents, and build the next workforce. These 3-5 minute career profile videos show a “day in the life of” a specific career, highlight how STEAM comes alive in that career, which technical and soft skills training they needed for their job, and what the best part of their work day looks like; and

Whereas, Edge Factor is offering the IDA a “Kickstart” grant program that includes the production of 20 Career Pathway Videos and 20 accompanying activities on specific careers in 4 locations/companies in Wayne County (4-5 videos/company), a \$55,000 package value for \$20,000. The IDA investment is \$20,000 and Edge Factor Kickstart Funding grant is \$35,000; be it hereby

Resolved, that the IDA Board of Directors approves to commit \$20,000 in matching funds.

Moved: Havrilla Ayes: All

Second: Leroy Nays: None

**Board & Committee Nominations & Elections & Annual Meeting Resolution
(See Attachment A*)**

Resolution Authorizing Funding Support for Greater Rochester Enterprise (GRE)

Whereas, board membership of Greater Rochester Enterprise was ongoing in previous years and reestablished in 2018, and;

Whereas, GRE is interested in Brian Pincelli, CEO and Executive Director of the Wayne County IDA continue on as a board member of GRE, and the WCIDA recognizes the importance of GRE to the greater region and Wayne County, be it hereby;

Resolved, that the WCIDA board authorizes \$25,000 in funding to GRE for one year and that Brian Pincelli will continue to serve on GRE's Board of Directors in 2019.

Moved: Havrilla Ayes: All

Second: Stone-Gansz Nays: None

Resolution Authorizing Online Payment of WCIDA Credit Cards

Whereas, individual LNB credit cards are issued to IDA staff to conduct business and cover expenses during the regular course of conducting IDA business, and;

Whereas, the monthly LNB credit card payment is due on the 7th of each month, however, the credit card statement doesn't always arrive by mail in time to procure the authorizing board member signature at the IDA board meeting, and;

Whereas, it is requested that the monthly LNB credit card account be accessed online to view statements, current charges, and processing payments; be it hereby;

Resolved, that monthly credit card payments be paid online via ACH debit to the LNB WCIDA checking account.

Resolved, that the internal control of requiring the authorizing signatures on written checks, as well as on the transaction summary form will be replaced with a monthly LNB Online Credit Card Payment Authorization Form to be signed by authorized signatories.

Moved: Havrilla

Ayes: All (except Kaye Stone-Ganzz who abstained)

Second: Brockmyre

Nays: None

Resolution Authorizing Adjustment of Kelley's Barbershop Loan Balance and Repayment Terms Per Court Order

Whereas, the IDA Board authorized the agency's general counsel to take Kelley's Barbershop to small claims court due to nonpayment of their outstanding loan with the IDA; and

Whereas, the court ruled in favor of the IDA for a sum of \$3,000 with monthly payments of \$50 due on the 15th of each month towards principal only until the sum of \$3,000 is paid in full; be it hereby

Resolved, that the IDA Board approves the loan loss as presented and authorizes and directs the staff to make such adjustments to accounts as necessary.

Moved: LeRoy

Ayes: All

Second: DeBadts

Nays: None

Resolution Authorizing New Loan Fund Management Software License

Whereas, the existing loan processing software (GMS) used for revolving loan fund accounts does not meet the needs for our accounting department, and;

Whereas, the Fiscal Officer has reviewed and evaluated numerous loan management software company offerings, and has determined that "The Loan Office" software provides several features and benefits providing considerable improved efficiencies, communications and reporting, as well as integration with Quickbooks, the current IDA, EDC and CFDC accounting software;

Whereas, "The Loan Office" software costs \$4,345 (one-time fees), plus \$1,943.16 in licensing and software maintenance fees each year; be it hereby;

Resolved, that the IDA Board authorizes the purchase of "The Loan Office" loan processing software.

Moved: LeRoy

Ayes: All

Second: Stone-Ganzz

Nays: None

Resolution Authorizing CRM Software License

Whereas, Economic Development and Planning staff do not have a Customer Relationship Management (CRM) software system, and;

Whereas, the Business Outreach Coordinator has reviewed and evaluated several CRM software solutions, and has determined that because “ExecutivePulse” software is specifically developed for economic development organizations, it is the best CRM on the market for IDAs;

Whereas, “ExecutivePulse” software costs \$8,575 (unlimited use, one-time fee), plus \$1,155 in annual licensing fees; be it hereby;

Resolved, that the IDA Board authorizes the purchase of “ExecutivePulse” CRM software license for all staff.

Moved: Brockmyre

Ayes: All

Second: Stone-Gansz

Nays: None

Initial Project Resolution for Solar Advocate Development (Macedon)- Attachment B*

Business Retention & Expansion Report- Tanya Hasseler

Intergrow (Ontario) Update-Brian Pincelli

Update on Wayne County Business Council IDA Board Seat- Brian Pincelli

Loan Balance & Aging Report- Jamie Corteville

Other Business

Next Board Meeting- February 22, 2019 at 9:30am

Motion to Adjourn to Wayne County Industrial Development Agency (WEDC) Meeting at 11:24am by Mr. LeRoy, seconded by Ms. Stone-Gansz

Respectfully submitted,

Tanya Hasseler, Assistant Secretary