

A meeting of the Board of Directors of the Cayuga Economic Development Agency Inc., (“CEDA”) was brought to order at the Cayuga County Chamber of Commerce at 2 State Street, Auburn, NY at 8:00 am, Thursday July 26, 2018. The following Board Members were in attendance:

| Present | Absent/Excused | Proxy Voting | |
|-------------------------------------|-------------------------------------|--------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Kevin Miles, Chair |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sue Edinger, Vice-Chair |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Cynthia Aikman, Treasurer |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Kelley Gridley, Secretary |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ray Lockwood, At Large Executive Committee |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Jim Dacey |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jeff Dygert |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Brian Hartwell |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tom Herbert |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Susan Higgins |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grant Kyle |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Tom Lewis |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | J. Justin Woods |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tom Minicucci |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Monika Salvage |

Other Attendees:

- Tracy Verrier, CEDA

1. Quorum Call:

Ms. Edinger, Vice-Chair, called the meeting to order at 8:02 a.m. noting that there was a quorum present.

2. Consent Items:

Mr. Lockwood made a motion to approve the consent agenda items as distributed. Ms. Aikman seconded. All present voted in favor motion carried.

3. Activities Update:

Ms. Verrier provided the following updates:

- CEDA was awarded the USDA-RD grant it had applied for to assist Preferred Quality Grain in purchasing a mobile grain cleaning unit. The contract paperwork has been signed and Ms. Verrier will be meeting with the company to start detailing the contract between CEDA and the company.
- The office manager position is still vacant. Ms. Verrier is exploring option for getting help in filling the position.
- CEDA received follow up correspondence from the Authorities Budget Office requesting the CEDA comply with Public Authorities Law. The Executive Committee discussed and still disagreed with this assessment and recommends drafting a response letter from the organization rather than a lawyer. Mr. Woods expressed that he disagrees and believes that since the majority of CEDA funding is coming from public sources it does qualify under the law. The input Ms. Verrier has received from lawyers and other economic development professionals is that the two main indicators of a public authority are a board that is appointed by an elected body and the authority to decide how and to whom incentives are being distributed. Neither of these are true of CEDA. So the question becomes whether the service contracts with the County and IDAs mean that CEDA is being “sponsored by” a municipality, which is the term in the law the ABO is pointing to. Ms. Verrier expressed that she is less concerned about the paperwork, like PARIS reporting, than issues with FOIL and Open Meetings Law. She noted she would not feel comfortable discussing particular projects in an open meeting given confidentiality expected by businesses, and felt that Executive Session would not always be an appropriate way to protect that

confidentiality if the conversation was not so specific as to get into financials. Mr. Lockwood agreed that FOIL could become problematic given his experience with other public authority boards. Mr. Woods pointed out that the whole point of public authorities law is to promote transparency of how public funds are being used, and CEDA should certainly be doing that. Ms. Verrier suggested that there be a conversation about improving transparency and sharing CEDA's activities regardless of public authorities law. Noting Mr. Woods' comments, the board agreed to respond to the ABO and revisit the issue again in the future should the ABO continue to request compliance.

- Ms. Verrier provided an update on the Consolidated Funding Applications, which are due tomorrow, July 27. She was expecting five Empire State Development applications, as well as a number of applications for other funding sources. She explained that the Auburn Local Development Corporation is submitting an application to the New York Main Street program for mixed use development in downtown Auburn in case the Downtown Revitalization Initiative does not come through again this year.
- Ms. Verrier noted a few other businesses CEDA staff are working with, including Cayuga Vet Services, which will be seeking IDA incentives, and Aurora Ale & Lager, which has been provisionally approved for a loan from the Cayuga County Development Corporation (CCDC) Loan Program. Mr. Woods explained that money from the previous County CDBG loan program had been transferred to CCDC to administer.
- Ms. Verrier noted that CEDA staff are looking into the idea of establishing a Foreign Trade Zone (FTZ) in Cayuga County, which would help companies that import products or components realize some cost efficiencies. A couple of companies have expressed interest, and CEDA staff is working with an FTZ coordinator from Syracuse to learn more about what would be required and how to set one up.

4. Committee Updates:

Ms. Verrier noted that the Marketing Committee has met a couple of times since April. The main marketing initiative underway currently is that Devon Roblee is visiting manufacturers with Juliette Zygarowicz, who has video equipment, to interview them about what jobs are available and what types of skills and training are required to fill them. The main purpose right now is to create a series of videos aimed at students to help them understand what modern manufacturing is and what kinds of jobs they could have here locally. However, while on site Devon and Juliette are also getting additional footage that could be used for future marketing efforts, they are building a video content library.

5. Discussion Item: 2011 Strategic Plan Update

Mr. Dygert explained that the Long Range Planning Committee had met a couple of times and reviewed the 2011 Economic Development Strategic Plan. He noted that the plan has a good foundation, so can be updated rather than initiating a new strategic planning process. The plan was distributed with the meeting materials and it would be good for board members to review it. Mr. Woods added that there is a need to incorporate new trends, but overall much of it should still be relevant. Ms. Verrier explained the proposed next steps in the process of updating the plan: 1) she will work on putting together an update on where CEDA is on addressing each item and distribute to the board; 2) the board will discuss and provide feedback at the August meeting; 3) the long range planning committee will convene a meeting of partners and professionals from the region and state to get input on what higher level trends should be included or considered; 4) all of this input will be used to generate the update. Ms. Verrier explained that the purpose of updating the plan is to provide a basis for a conversation about revenue generation and diversification. Ms. Aikman recommended also incorporating information from the more recent strategic framework that was created when CSS was established and updated last year.

6. Board Updates:

Mr. Minicucci announced that the new Chamber Directories are printed and available, and the Chamber Clambake will be August 16. As for Health Central, they are adding multiple new specialists to the building, including a sports therapist, massage therapist, and clinical social workers. They are also planning to provide a more comprehensive women's health center.

Providing an additional CEDA update, Ms. Verrier explained that the Cayuga County Public Utilities Service Agency (CCPUSA) had requested that CEDA write a couple of grants, one for the CFA and one for URI. She noted that the CFA was an Accelerator project, so we already had the backbone of the application from CEDA's previous application. However, that grant will not move forward given the impending deadline, but there are still discussions about the project occurring. The board discussed the capacity and time commitments that would be required to help with these projects and agreed that if CEDA is going to assist there will need to be demonstrated commitment by all partners and the requisite information must be provided in a timely fashion.

Motion to adjourn at 8:56 am by Mr. Lockwood, seconded by Ms. Higgins. All present voted in favor, motion passed.

The next CEDA meeting will be the joint meeting and will take place on August 30, 2018 at 8:00 am at 2 State Street.