

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 August 30, 2018. The following Board Members were in attendance:

Present	Absent/Excused	Proxy Voting	
<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tom Herbert
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Higgins
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Kyle
<input checked="" type="checkbox"/>	<input 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 and Samantha Frugé, CEDA

1. Quorum Call:

Mr. Miles, Chair, called the meeting to order at 8:00 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. Higgins seconded. All present voted in favor motion carried.

3. Discussion Item: 2019 Budget Draft

Ms. Verrier stated that the draft 2019 CEDA budget was due to the county soon and she reviewed the draft budget with the executive committee the week prior. She stated they made a few adjustments regarding expense lines, noting that revenue was flat until they discover other revenue sources. Ms. Edinger pointed out that the actuals on the draft budget represent only the first seven months of the fiscal year. Ms. Verrier explained that the draft budget includes one extra person on the health insurance just in case, noting that it was better to have that in the budget than not include it and need it later. Mr. Lewis asked why there was an administrative services increase of \$23,000? Ms. Verrier explained that increase is due to wage increases (and corresponding increases to taxes and 401k contributions), increases in health insurance costs, and including an additional person for the health insurance budget in case someone’s situation should change and they need to join. Mr. Minicucci asked if the insurance was done through the Chamber or if there were other options? Ms. Verrier stated the insurance is provided by Cayuga Strategic Solutions via the NY State of Health SHOP Marketplace, and noted that the HR committee reviews the options annually when the new premiums become available. Mr. Woods asked why there was a \$40,000 difference between the actuals and the budget? Ms. Verrier explained that most of the difference in the last two years was due to staff turnover and having vacant positions. Mr. Lockwood made a motion to approve the 2019 Draft Budget, seconded by Ms. Edinger. Mr. Woods abstained, all other members present voted in favor; motion carried.

4. Discussion Item: 2011 Strategic Plan Update

Ms. Verrier explained that she had sent out the 2011 Strategic Plan for board review and is seeking feedback on what updates were needed and what items could be added. She noted the goal is to identify potential additional revenue streams in order to diversify CEDA's budget. She directed the board's attention to the last column on the chart that highlighted what CEDA had accomplished to date. She asked the board to provide feedback and to point out any outdated information:

- Ms. Aikman noted that the verbiage describing CEDA as a 'first stop' was no longer accurate and should be adjusted to say a 'one stop'.
- Ms. Verrier pointed out that there was a reference to NYPA funding, Recharge New York on page 6 section 2.2. She stated that Recharge was still a program but the plan was created before the CFA process. She advised that they could update the information to match the current funding options.
- Ms. Verrier noted that the Auburn Public Utility Agency could be removed as it no longer exists.
- Mr. Woods stated the language for Brownfield Tax Credits should be updated to reflect that the tax credits are geared more to developers. Ms. Verrier stated they could adjust the language to clarify there are separate sources of funding for environmental reviews.
- Mr. Woods suggested switching the focus from regional to local infrastructure for water sources, noting that the assumption of a more centralized water and sewer could influence how they approach the goal of expanding water and sewer infrastructure.
- Ms. Salvage suggested including emerging industries, such as craft breweries.
- Ms. Edinger recommended that CEDA staff look at the industry specific sections and provide recommendations for what should be included under those sections.
- Mr. Woods suggested adding programming around succession planning for small businesses. The board discussed ideas for doing so. Mr. Miles stressed the importance of succession planning and noted that many businesses are not looking far enough ahead. Ms. Verrier suggested partnering with other programs, such as the SBA, that could provide expertise and resources for succession planning for small businesses.
- Ms. Salvage pointed out the SWOT analysis at the beginning of the plan and noted that the analysis should be updated to reflect the current realities with local resources and workforce.
- Mr. Dygert noted that southern parts of the county are affected by seasonal flooding and suggested including resources for businesses who are economically impacted. The board discussed ideas, such as an emergency loan fund for those impacted.
- Mr. Woods suggested including a section on energy efficient financing, such as PACE financing and wind and solar PILOTs.
- Mr. Minicucci stated the plan should address challenges as health care becomes more regionalized. Mr. Woods added that as healthcare becomes more consolidated, care gaps are significant when certain specialties are located further away.

5. CEDA Updates:

Ms. Verrier provided the following additional updates:

- The new CSS office manager would be starting the following Wednesday and would be at the next regular CEDA board meeting.
- CEDA staff are looking for ideas on a speaker for the 2019 Economic Forecast Luncheon in January and asked board members to pass along any suggestions.
- Ms. Reister and Mr. Simmonds are developing a business survey to distribute to local businesses in order to assess the current business climate, prioritize site visitations, and expand CEDA's business network. She will be sending the board a draft for feedback.

6. Board Updates

Mr. Woods stated that the County hired a new Veterans Service Director. He expects her to be more creative in expanding programming for veterans, including possibly around entrepreneurship. He noted the possibility for collaboration.

Motion to adjourn at 9:12 am by Mr. Lockwood, seconded by Ms. Aikman. All present voted in favor, motion passed.

The next CEDA meeting will be the joint meeting and will take place on September 27, 2018 at 8:00 am at 2 State Street.