

WYOMING COUNTY BAC BOARD MEETING MINUTES

The WCBAC Board of Directors met on January 13, 2022 at 3:00 p.m. at the Wyoming County Agriculture and Business Center 36 Center Street Warsaw, New York.

1. Roll call to establish quorum

Chairman Dadd, called the meeting to order at 3:03p.m., in attendance were: Mark Dadd, Chairman; A. Douglas Berwanger, Vice-Chairman; Rebecca Ryan, Treasurer; Niccole Hastings, Director; Thomas McCormick, Secretary; E. Joseph Gozelski, Director; James Pierce, Executive Director; Robin Marschilok, Director of Operations; Jennifer Tyczka, Program Manager; Scott Gardner, Economic Development Specialist and Kevin Zanner, Hurwitz & Fine, Agency Counsel.

Guest: James Bragg, Wyoming County Senior Planner

Absent: James Rutowski, Director;

2. Administrative

A. Review/approve minutes from November 18, 2021 Annual Board Meeting

The minutes from the November 18, 2021 Board Meeting were reviewed. A motion was made to accept the minutes by T. McCormick. The motion was seconded by D. Berwanger and unanimously carried.

B. Review and approve Financial Reports for November and December 2021

R. Marschilok presented the financial reports from November and December 2021. After review the Board approved the financial reports on a motion made by T. McCormick. The motion was seconded by R. Ryan and unanimously carried.

C. Review/approve WCBAC Investment Report for 2021

R. Marschilok reviewed the Annual Investment Report for the WCBAC. After review the Board approved the WCBAC Investment Report on a motion made by R. Ryan. The motion was seconded by T. McCormick and unanimously approved.

3. Other Business

- A.** Pierce asked S. Gardner to update the Board on the Strategic Plan being developed, in which the WCBAC Board has authorized \$33,000 from the HUD account to pay for the services of Famous Destination Marketing to complete a study and develop a strategic plan. Gardner informed the Board that the study is now in Phase II and will begin stakeholder interviews soon. This process will take place in the next 2-3 weeks and approximately 25-30 people have been identified as stakeholders, including people from government, retail, hospitality and the small business sector. The interviews will take place here and off site at locations in Attica and Arcade. Once the stake holder interviews are completed, this will push us into the final phase which is to culminate all the activity from the study and meet with the ED team. The plan is to wrap up in late spring to early summer.

B. Pierce then asked R. Marschilok to update the Board on the WCBAC Microenterprise Grant Program (MAP). The County was awarded a \$300,000 grant for small businesses and has entered into a sub-recipient agreement with the WCBAC to facilitate the Program. The Grants will be \$10,000-20,000 awards to small businesses. Marschilok informed the Board that the program was rolled out in December and to date there has been 33 people interested with 3 completed applications submitted. The grant applications will be taken through February 1st, then the grant committee will review and make determinations for awards. If there are still funds available after the first round then we will continue to take applications and make awards until the funds are used. The program allows for \$255,000 to be used for grant award and \$45,000 for administration and program delivery. The WCBAC has executed an agreement with H. Sickerman's group to provide consulting and management services for the grant. Pierce added that the grant committee will make recommendations for this Board to review before the grants are awarded.

4. **Next Meeting** – The next meeting of the WCBAC Board is scheduled for February 10, 2022 immediately following the WCIDA Board Meeting.
5. **Executive Session** – The Board moved into Executive Session to discuss staff compensation on a motion made by D. Berwanger. The motion was seconded by T. McCormick and unanimously carried.

The Board moved out of executive session on a motion made by D. Berwanger, seconded by J. Gozelski and unanimously carried.

Once back in regular session, T. McCormick made a motion to approve compensation for staff, effective as of January 1, 2022, as follows: annual salary set at \$110,000 for Pierce, Executive Director; annual salary set at \$81,500 for Marschilok, Director of Operations; and annual salary set at \$63,000 for Tyczka, Program Manager. The motion was seconded by R. Ryan and unanimously carried.

6. **Adjournment**
The meeting was adjourned at 4:00 p.m. on motion by J. Gozelski, seconded by R. Ryan and unanimously carried.

Minutes prepared by: R. Marschilok