



BOARD MEETING MINUTES

The WCBC Board of Directors met on January 17, 2023 at 3:00 p.m. at the Wyoming County Ag & Business Center in the 2nd Floor Conference Room

Roll call to establish quorum.

Vice Chairman, Sam Gullo, called the meeting to order at 3:04 p.m. In attendance were: James Pierce, President/CEO; Sam Gullo, Vice Chairman; Dan Leuer, Secretary; Jim Brick, Treasurer; Brianna Stone, Director; Rick Fish Jr., Director; Robin Marschilok and Jennifer Tyczka, Wyoming County IDA; and Kevin Zanner, Agency Counsel

The first order of business was to accept Rick Fish Sr.'s resignation and welcome Rick Fish Jr. to the Board of Directors.

1. Administrative

A. Appoint a new Chairman for the WCBC Board of Directors

Pierce asked for nominations for the Chairman position that was vacated when Rick Fish Sr. resigned. J. Brick moved to nominate Sam Gullo for the office of Chairman. Hearing no other nominations, D. Leuer seconded the motion and it was unanimously carried. Sam Gullo abstained from vote.

Gullo then asked for nominations for the Vice-Chairman position which was now vacant. S. Gullo moved to nominate D. Leuer for the office of Vice-Chairman. Hearing no other nominations, J. Brick seconded the motion and it was unanimously carried. D. Leuer abstained from vote.

Gullo then asked for nominations for the Secretary position that was now vacant. J. Brick moved to nominate Brianna Stone for the office of Secretary. Hearing no other nominations, S. Gullo seconded the motion and it was unanimously carried. B. Stone abstained from vote.

B. Review/approve minutes from September 21, 2022

The minutes from the September 21, 2022 meeting were reviewed. The minutes were approved on a motion made by B. Stone. The motion was seconded by J. Brick and unanimously carried.

C. Review/approve financial report for September-December 2022

J. Brick presented the financial report for September – December of 2022 to the Board. After review a motion was made by D. Leuer to approve the financial report. The motion was seconded by R. Fish Jr. and unanimously carried.

D. 2022 Audit Overview with Joe Kehm from EFPR (the WCBC's new auditing firm)

Joe Kehm from EFPR Group, CPAs, joined the meeting at 3:14 p.m. via Zoom to present an audit overview to the Board. After his presentation, the Board thanked Kehm for his information and Kehm then left the meeting at 3:32 p.m. D. Leuer inquired as to the inclusion of the WCBC North, LLC in the audit. Joe Kehm stated that the WCBC North will be included in the audit for the WCBC. If we are to receive a total of \$750,000 in government grant funds in one-year we will be required to provide a single audit.

E. Review and approve new policies in order to be in compliance with receiving and administering the Federal EPA Brownfield Cleanup Grant for the Emkay site

The Board reviewed updated and new policies needed for the Federal EPA Brownfield Cleanup Grant. Pierce reminded the Board that the grant has been awarded and we are now working on preliminary documents requested by EPA. Once the documents are approved by the Board and the EPA, we will be able to move forward with the signing of a Cooperative Grant Agreement. The board moved to approve the Wyoming County Business Center Accounting Policies and Procedures Manual; Guidelines for Utilizing Disadvantaged Business Enterprises (DBE) For Federally Funded Projects; Procurement Procedures Regarding Federally Funded Projects; and Procedures and Guidelines for Drawing, Managing and Accounting of Federal Funds, on a motion made by B. Stone. J. Brick seconded the motion and it was unanimously carried.

Pierce reminded the Board that the developer has agreed to share the cost with the WCBC North for the required 20% match for the EPA Grant. The developer shared with Pierce concepts of proposed uses for the site once it is rehabilitated, including an 80 units market rate senior housing complex. Pierce has been working with the Village of Arcade Planning Board to change the zoning of the

site to mixed use. D. Leuer inquired if the Developer has paid its share of the required contribution to the WCBC. Pierce replied that at this point we have not received any payment but we have a fully signed Designated Developer contract with the developer. We have to execute the Grant with the EPA first.

F. Review/approve the WCBC Investment Report

R. Marschilok presented the WCBC 2022 Investment Report to the Board. Marschilok stated that the report shows the balance in the checking, savings and CD accounts at year-end as well as the interest earned on each account for the year. Once approved the Investment Report will be posted on the website as is required by the PARIS annual reporting. After review the Board approved the 2022 Investment Report on a motion made by D. Leuer. The motion was seconded by R. Fish Jr. and unanimously approved.

2. Action Items

A. Consider the removal of any sunset date for the Restart Wyoming Loan Program (it expired on 12/31/2022) and rebrand it with a new name.

Pierce updated the Board on the status of the Restart Wyoming Loan Program which was put in place after the onset of the COVID-19 Pandemic in 2020. The Board had allocated \$200,000 to a restart program with loans up to \$10,000 for small businesses. There have been 10 businesses that have taken advantage of the great terms of the Restart Program. Pierce has asked the Board to consider removing a sunset date and shifting the Program to align with new startup businesses now that the Pandemic has subsided and there is no longer the need for the restart concept. Pierce suggests renaming the program and continuing with the allocation of the \$200,000 to provide a revolving loan fund with the same terms as the original program. The Board agreed and moved to allow the rebranding and removing of the sunset date for the Restart Program on a motion made by J. Brick. The motion was seconded by B. Stone and unanimously carried.

B. Consider the renewal of the annual \$5,000 investment with Invest Buffalo Niagara for business attraction marketing, developing business leads, developing regional economic development studies and strategies and providing us a seat on the Board of Directors.

Pierce asked the Board to consider the renewal of the annual investment of \$5,000 for Invest Buffalo Niagara (IBN). Pierce reminded the Board of the services IBN provides and the advantages of being a partner with them as well as providing a seat on the Board of Directors. The Board moved to approve the annual investment of \$5,000 on a motion made by D. Leuer. J. Brick seconded the motion and it was unanimously carried.

C. Authorize the President to execute the annual MOU with the IDA for the administration of the WCBC at a cost of \$20,000.

Pierce stated that because the WCBC has no employees, the IDA provides administrative services at a cost of \$20,000 annually. The Board discussed the amount of time the IDA staff devotes to the activities of the WCBC and agreed that the true cost would be well more than what is offered. The Board moved to authorize Pierce to execute the MOU with the IDA on a motion made by J. Brick. The motion was seconded by R. Fish Jr. and unanimously carried.

D. Authorize the President to execute the annual contract between Wyoming County and the WCBC for economic development services for \$70,000.

Pierce informed the Board that the County has approved the 2023 Budget as submitted and has prepared the Annual Contract between the County and the WCBC. Pierce asked for authorization to sign the Contract in the amount of \$70,000 to be paid quarterly by the County. The Board authorized Pierce to sign the Contract with the County on a motion made by B. Stone. The motion was seconded by R. Fish Jr. Jr. and unanimously carried.

3. Emkay Project Update

Pierce provided an update in an earlier discussion and reiterated that the EPA process takes time and we are moving forward to execute the grant contract.

4. Program Updates

A. Micro Loan Program

Pierce stated that the Microloan portfolio was in good shape, except for one borrower who ran into hard times because of a divorce. The borrower has stayed in communication with the WCBC staff and has indicated the payments may resume soon.

B. Fast Track Program

- J. Tyczka updated the Board on the activities of the Fast Track Program stating that they have finalized the digital marketing for the program which includes one long-form video outlining the program and 2 short-form videos featuring Fast Track graduates. They have also finished the new logo creation and print marketing materials with the new logo.
- The Spring class will run from March 28th – May 30th. There are 8 people registered for the class currently.
- Sponsorship funding of \$1,000 from Complete Payroll for the Fast Track Program was received.

- The WCBC and the Fast Track Program was recognized by Community Action for Wyoming County at the Glow Workforce Development Board Annual Meeting, for its continued support and training of business entrepreneurs. Present to receive the award was J. Pierce, J. Tyczka, and the program facilitators, Jeff and Mike Fitch.

C. Business Mentorship Program

- Tyczka continued with the update of the Business Mentorship Program which has 7 participants from 2022 finishing up with 3 mentors. There are 3 people signed up for 2023 with 3-4 more spots available, depending on funding.
We pay the consultants for up to 8 hours of mentoring service for each participant with no costs to them. Collectively there have been 22 participants and the funding originated through the CARES Act.

D. Business Accelerator Program

- The digital marketing for the program is finalized which includes one long-form video outlining the program and 2 short-form videos featuring participant success stories. Tyczka is finalizing the Key Bank Foundation grant report and will be submitting a new application for the 2023 program and will complete an additional funding application from the Wyoming Foundation which opens on April 1st.
- There is 1 business registered for the next class that will run from April 5th – the 26th.

5. Other Business

With no other official business, the Board briefly discussed the possible uses and interests for the recently vacated Pioneer Credit building in Perry.

6. Next Meeting: TBD

7. Adjournment

The meeting adjourned at 4:18 p.m. on a motion by J. Brick, seconded by D. Leuer and unanimously carried.