



## **BOARD MEETING MINUTES**

The WCBC Board of Directors met on December 18, 2023 at 3:00 p.m. at the Wyoming County Ag & Business Center in the 2<sup>nd</sup> Floor Conference Room

### **Roll call to establish quorum.**

Chairman, Sam Gullo, called the meeting to order at 3:00 p.m. In attendance were: James Pierce, President/CEO; Sam Gullo, Chairman; Dan Leuer, Vice Chair; Jim Brick, Treasurer; Brianna Stone, Secretary; Rick Fish Jr., Director; Robin Marschilok, Jennifer Tyczka and Scott Gardner, Wyoming County IDA; and Kevin Zanner, Agency Counsel

### **1. Administrative**

#### **A. Review/approve minutes from August 7, 2023**

The minutes from the August 7, 2023 meeting were reviewed. The minutes were approved on a motion made by D. Leuer. The motion was seconded R. Fish and unanimously carried.

#### **B. Review/approve financial report for August - November 2023**

J. Brick presented the financial report for August – November 2023 to the Board. After review a motion was made by R. Fish to approve the financial report. The motion was seconded by D. Leuer and unanimously carried.

#### **C. Review and complete Board member compliance documents**

The Board members each completed the Confidential Board Evaluations as required by PAAA.

#### **D. Review and approve amended Sexual Harassment Policy**

Pierce then presented the Board with the amended Sexual Harassment Policy.

The amendment consists of additional language required by the State to include Diversity, Equity and Inclusion in the Policy. The Board discussed the need to add additional officers to receive complaints after the president/CEO, should the president/CEO be the offender. Language will be added to list the board chairman and then the county chairman as additional officers to report to. The Board approved the amended Policy, with the added officers to report to, on a motion made by J. Brick. The motion was seconded by R. Fish and unanimously carried.

The Board discussed the need to have executive personal liability insurance in place to insure against any discrimination suits. The staff will look into this to be sure it is included in our insurance coverage.

## **2. Action Items**

### **A. Authorization to increase the annual MOU for administration services between the WCBC and WCIDA from \$20,000 to \$30,000 to cover the extra time needed to administer the EPA Brownfield Cleanup Grant for the Emkay site in Arcade.**

J. Pierce presented the request for the Board to authorize the signing of the MOU for Services with WCIDA. The administrative fee was raised by \$10,000 to \$30,000 this year due to the additional staff time anticipated for the completion of the EPA Grant for the Emkay Project. The Board approved and authorized Pierce to sign the MOU for Services, reflecting the fee of \$30,000, on a motion made by B. Stone. The motion was seconded by J. Brick and unanimously carried.

### **B. Authorize the execution of the annual contract with Wyoming County for economic development services**

Pierce informed the Board that the County has approved the 2024 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 \$80,000 to be paid quarterly by the County. The Board authorized Pierce to sign the Contract with the County on a motion made by R. Fish Jr. The motion was seconded J. Brick by and unanimously carried.

### **C. Consider the approval of the annual \$5,000 in marketing spending with Invest Buffalo Niagara**

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. With the recent announcement of API closing in 2024, IBN will be a huge asset in providing support for job transitioning and connecting to the building market to help with job placement. Pierce holds a seat on the IBN Board of Directors and recently on the Real Estate Strategy Committee. IBN will be instrumental in helping to provide a professional engineer to assess an industrial park in Arcade.

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.

### **3. Emkay Brownfield Cleanup Project Update**

Pierce updated the Board on the EPA Brownfield Cleanup Grant, stating that the Emkay Brownfield Cleanup project is underway that started with a Community Engagement Committee meeting be followed by a public meeting on the 13<sup>th</sup>. Concerns regarding the school kids and fencing came up during the public hearing, to which Pierce assured the public that once the demolition starts the area will be fenced off. The RFP for the demo work is the next step and will be completed during the winter. Work will be started in the spring and should be completed mid-summer.

### **4. Program Updates**

#### **A. Micro Loan Program**

Pierce reviewed the microloan schedule and let the Board know the loan with Jemgo, Inc/Butter Meat Co. in Perry has now closed. Canaan's had been making payments regularly but recently went quiet, we will continue to pursue the owners for payment. Max's Bakery has informed the WCBC that her divorce is finalized and she hopes to start sending payments soon.

#### **B. Wyoming County Rapid Start Loan Program**

Pierce let the Board know that we have closed on three new Rapid Start Loans since our last meeting.

#### **C. Fast Track Program**

The Kauffman Foundation is more engaged with the FastTrac affiliates now with interactive webinars on building and bettering entrepreneurial ecosystems. Through these webinars, we are networking in smaller breakout rooms and learning some tips and tricks from other affiliates. Our Rapid Start Loan Program was shared and other affiliates were very interested in the program. Something that we can add to our ecosystem is creating an alumni FB page and using alumni as mentors.

The fall class finished on October 31st. Spring class starts March 26 and runs to May 28. The class is ½ full.

Leuer inquired about possible podcasts and J. Tyczka informed the Board that she is working on reels to add to the media platform.

#### **D. Business Accelerator Program**

The fall class was completed in September. We took on two additional businesses over our limit due to their immediate needs.

This program continues to thrive and the spring class offering that begins April 3rd is full.

**E. Business Mentorship Program**

Seven businesses are working with the mentors. The process takes some time with participants gathering information to provide to mentors.

We are developing new marketing material for the program.

Six program participant ribbon cuttings we celebrated with the Chamber and The Vintage Cow Farmers Market marked its 5 year anniversary.

J. Pierce added that he would like to recognize Brianna Stone and Rick Fish Jr. for their continued participation and support of the programs.

**5. Other Business**

**A. Updated Website Presentation – Scott Gardner**

J. Pierce introduced S. Gardner to present the newly launched WCIDA, WCBAC, and WCBC website. The new website strategically aligns all three entities making a one stop resource when looking to start a business. Gardner stated we used Corporate Communications to complete the new fully mobile-capable, responsive, and ADA-compliant website. The new website allows staff to change content and update information quickly through its content management system. Gardner navigated through the website highlighting the navigation menu, showing the compliance documents and meetings pages, the Fast Track page and the programs offered page, success stories and blog section. Gardner answered a question from D. Leuer regarding embedded articles that take viewers to another article. Gardner stated that will be added in the future.

**6. Next Meeting: TBD**

**7. Adjournment**

The meeting was adjourned at 4:25 p.m. on a motion made by R. Fish Jr., seconded by D. Leuer and unanimously carried.

Minutes Prepared by: R. Marschilok