

**Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
March 6, 2008**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, March 6, 2008 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

Present: Michelle Pfaff, Mary Dudo, Dennis Affinati, Thomas O'Connor, Julie Pecori, Robert Hagemann, Timothy Read, Stephen Duflo, Lance Evans, John Doldo Jr., Urban Hirschey, Mary Corriveau, Kent Burto

Others Present: James Fayle, Don Alexander, Lyle Eaton, Peggy Sampson, Mary Anne Hanley, Laurie Podvin of Poulsen and Podvin, Richard LeClerc-JCC Center for Community Studies, Channel 7 News, and Rachel Hanley of the Watertown Daily Times

Excused: William Fulkerson, David Converse, Thomas Carman, Paul Morgan, Robert Juravich,

Absent: Graham Wise, Donald Rutherford, Joseph Colello

I. **Call to Order:** Mr. Affinati called the meeting to order at 9:23 a.m.

II. **Pledge of Allegiance:** Mr. Affinati asked all to stand to recite the pledge of allegiance.

Mr. Affinati introduced Richard LeClerc, Director of JCC Center for Community Studies as a guest of the meeting.

III. **Minutes:** Minutes of the board meeting held February 7, 2008 were presented. Ms. Pfaff moved, and Mr. O'Connor seconded; and

IT WAS VOTED: To approve the minutes as presented for the February 7, 2008 meeting.

IV. **Audit Report for 2006-2007** – Laurie Podvin reviewed the audit for fiscal year October 1, 2006 . September 30, 2007. Ms. Podvin indicated that it was a clean opinion with no management letter. Mr. Hirschey moved, and Ms. Corriveau seconded; and

IT WAS VOTED: To approve the audit as presented.

Finance Committee – Mr. O'Connor reviewed the financials for the period ending January 31, 2008. Ms. Pfaff moved, and Mr. Hirschey seconded; and

IT WAS VOTED: To approve the January 31, 2008 Treasurer's Report as presented.

V. **JCIDA Report:** Mr. Fayle gave the following report of the JCIDA Board of Directors Meeting.

- Audit Report for 2006-2007 was reviewed and approved
- Nomination of new officers and committee assignments approved
- Attorney Heary attended SEQR seminar and will modify approach in future determinations
- Approved modifications to Financial Internal Control System
- Reviewed IDA Recommended Practices+ to be further reviewed by the IDA Governance Committee
- Distributed Seneca County IDA Governance Review by the Authority Budget Office for review
- Discussed Hi-Lite Markings expansion project . possible purchase of lots in the Jefferson County Corporate Park

Mr. Affinati introduced new board member Kent Burto.

VI. **Committee Reports:**

Manufacturing Committee . Ms. Pecori reported on the committee meeting held in February. Discussions included the following: the current political climate, the Legislative breakfast that will be held sometime in April; the Foreign Trade Zone . Joe Trocino will do a presentation to an expanded Committee meeting; and Healthcare issues . John Pike to contact Mark Polanski to the lead the Committee in an informal discussion of how the Committee can best attack the rising health care costs. Next meeting is scheduled for March 25 at 8:30 a.m. in the JDC Conference Room.

Marketing Committee . Due to Mr. Behling's resignation, Ms. Hanley indicated that a new Chair will be appointed by the JDC President. She reported that the Committee discussed the business awards and the JCC/SBDC Business Plan Competition. Ms. Hanley also reported that the NYS Small Business Development Center and JCJDC staff interviewed high school students at Workforce 2020. The 2008 Employers Survey will be launched online within the next two weeks. Ads have been placed in the Watertown Daily Times progress edition as well as weekend papers for WICLDC and JCIDA. JCJDC will once again be part of the NYS Team at the Industrial Asset Management Council (IAMC) in Arizona in April. JCJDC will sponsor the Box Lunch Review that will be held on Fridays, on the Jefferson County Historical Society lawn, from June 20-August 15. Next meeting to be held Thursday, March 26 at 12 Noon.

VII. **Other Issues:**

Financial Internal Control System – Mr. Fayle indicated that staff reviewed the document and made some minor changes (see attached). The auditors reviewed the proposed changes . no comments were made. Mr. Evans moved, and Ms. Corriveau seconded; and

IT WAS VOTED: To approve the recommended changes.

Real Estate Presentation – Board Member Lance Evans provided a Real Estate PowerPoint presentation to the board and guests. Mr. Evans provided facts about the Jefferson-Lewis Board of REALTORS® and the St. Lawrence County Board of REALTORS® and their responsibilities. He also supplied trends for: Sales of All Properties, Single Family Home Sales, Commercial Sales, and National and State Stats for Single Family Homes.

VIII. **President's Remarks:** None

IX. **Chief Executive Officer's Remarks:** Mr. Fayle reminded the board about the member breakfast that will be held March 28 at the Thompson Park Zoo. Mr. Fayle commented on the community effort regarding the N.E.W. Customer Service Companies announcement last week. Mr. Fayle indicated that he has purchased a table of 10 for the upcoming MDA annual meeting that will be held April 22 in Syracuse. There are currently 7/8 seats available if any board members would like to attend. They will be announcing the winner of the business award competition.

X. **Adjournment:** With no further business before the board, a motion was made by Ms. Pfaff, seconded by Mr. Evans. All in favor. The meeting adjourned at 10:30 a.m.