

**Jefferson County Job Development Corporation  
Regular Monthly Board Meeting Minutes  
September 4, 2008**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, September 4, 2008 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

**Present:** Michelle Pfaff, Mary Dudo, Timothy Read, Stephen Duflo, Thomas Carman, Lance Evans, David Converse, Donald Rutherford, Robert Hagemann, Joseph Colello, Mary Corriveau, William Fulkerson, Robert Juravich, Thomas O'Connor, Julie Pecori

**Others Present:** Don Alexander, Interim CEO; Lyle Eaton, Joy Nuffer, Mary Anne Hanley, and Rachel Hanley of the Watertown Daily Times

**Excused:** Urban Hirschey, John Doldo, Jr., Paul Morgan, Kent Burto, Dennis Affinati

**Absent:** Graham Wise

- I. **Call to Order:** Ms. Pfaff called the meeting to order at 9:15 a.m.
- II. **Pledge of Allegiance:** Ms. Pfaff asked all to stand to recite the pledge of allegiance.
- III. **Minutes – June 5, 2008 and August 7, 2008:** Minutes of the board meetings held June 5, 2008 and August 7, 2008 were presented. Mr. Evans moved, and Mr. Fulkerson seconded; and

IT WAS VOTED: To approve the minutes as presented for the June 5, 2008 and August 7, 2008 meetings.

- IV. **Treasurer's Reports – May 31, 2008, June 30, 2008 and July 31, 2008:** Mr. O'Connor reviewed the financials for the periods ending May 31, 2008, June 30, 2008 and July 31, 2008. Mr. Rutherford moved, and Mr. Read seconded; and

IT WAS VOTED: To approve the May 31, 2008, June 30, 2008 and July 31, 2008 Treasurer's Reports as presented.

- V. **2008-2009 Budget –** The 2008-2009 Budget was presented for approval. Mr. O'Connor moved, and Mr. Converse seconded; and

IT WAS VOTED: To approve the 2008-2009 Budget as presented

- VI. **JCIDA Report:** Mr. Converse gave the following report of the JCIDA Board of Directors' Meeting.

- Approved a Resolution for Buckley Realty, LLC to approve a mortgage with the Carthage Federal Savings and Loan
- Review of 2007-2008 Goals and Objectives
- Review/Discuss DRAFT 2008-2009 Goals and Objectives

- VII. **Committee Reports:**

**CEO Search Committee-** Mr. Evans indicated that the Search Committee had interviewed four candidates and will meet later in the month to discuss further.

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**Executive Committee** –Mr. Evans informed the Board of the Committee meeting to go over the Goals & Objectives. The Committee feels the staff has attained 90% of the goals. The Committee recommends the bonus distribution of 84% of the total \$10,000 available (\$8,400.) Also distributed were the 2008-2009 Goals & Objectives. After discussion Mr. Evans moved, and Mr. O'Connor seconded; and

**IT WAS VOTED:** To approve the Staff incentive as presented with the correction of the Director of Marketing and CFO line items being switched.

**Manufacturing Committee** – Ms. Pecori updated the Board on the progress of the Manufacturing Committee. They are currently looking at the White Paper to make any appropriate changes. Health care issues are being addressed, MACNY meeting is coming up and the Foreign Trade Zone is being re-established.

**Marketing Committee**- Mr. Evans updated the Board on the August 28, 2008 meeting. The 2008 Employers Survey was sent out and is also available on the website. The JCJDC Business Award applications will be available in the latter part of September. The 2009 Goals & Objectives were reviewed and submitted to the Executive Committee. A draft of the criteria for events seeking sponsorship was reviewed. After discussion Mr. Converse moved, and Ms. Dudo seconded; and

**IT WAS VOTED:** To approve the criteria for the events sponsorships as presented.

**VIII. Other Issues:**

**GAP Analysis (Drum Country) Memorandum of Understanding** – The Memorandum of Understanding from Drum Country was presented. This is a 3 county collaboration with participating economic development agency's committing \$5,000 per year for an initial period of three years. Mr. Duflo moved, and Mr. Read seconded; and

**IT WAS VOTED:** To approve the Drum Country Memorandum as presented.

**WICLDC 2008-2009 Administrative Service Agreement** – The WICLDC Administrative Service Agreement was reviewed. Mr. Rutherford moved, and Mr. Fulkerson seconded; and

**IT WAS VOTED:** To approve the WICLDC 2008-2009 Administrative Service Agreement as presented.

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

**Interim Chief Executive Officer's Remarks:** At this time, Mr. Alexander expressed appreciation for the Board's participation and dedication to the JCJDC on behalf of the entire staff.

Mr. Alexander also extended an invitation from John Lang for a trip to China with economic developers and politicians November 14-23. Any Board members are welcome to go; would be at their own expense.

**X. Adjournment:** With no further business before the board, a motion to adjourn was made by Mr. Converse, seconded by Ms. Dudo. All in favor. The meeting adjourned at 9:58 a.m.