

County of Chautauqua Industrial Development Agency (CCIDA), Chautauqua Region Economic Development Corporation (CREDC) & Chautauqua County Capital Resource Corporation (CRC)

GOVERNANCE COMMITTEE MEETING

Center for Innovation & Economic Development
214 Central Avenue, Dunkirk NY
March 25, 2025
10:00 a.m.

CCIDA Staff Present:

Mark Geise, CEO
Richard Dixon, CFO
Shelby Bilskie, Successor CFO
Kayla Strandburg, Controller
Jeanette Lo Bello - CCIDA Staff
Nate Aldrich - CCIDA Staff
Crystal Erhard - CCIDA Staff
Jason Sample - CCIDA Staff
Monica Simpson - CCIDA Staff

Committee Members Present:

Gary Henry
Amy Harding

Also Present:

Elizabeth Hughes - Counsel - Harris Beach
Milan Tyler - Phillips Lytle
Dave DiTanna - BWB
Justin Isaman - BWB

Gary Henry

Good Morning. I would like to welcome everybody to the Governance Committee meeting of the CCIDA, CREDC & CRC. We are at the Center for Innovation & Economic Development 214 Central Avenue, Dunkirk NY, also streaming live via YouTube and Zoom. It's March 25, 2025 at 10:00 a.m. We'll start with a Roll Call.

Committee

Aye (2 Members Present)

Gary Henry

We have already received the minutes from the March 26, 2024 meeting. Do we have a motion to accept those minutes? Amy

Amy Harding

Yup. I will move.

Gary Henry

Thank you. I'll second it. All in favor say Aye.

Committee

Aye

Gary Henry

Opposed? The minutes have been approved. We're going to move right into New Business and I would like to welcome Elizabeth from Harris Beach. She is with us this morning. She is going to give us a presentation on some of the Housekeeping Resolutions and there is a lot of information. We appreciate you coming here in person. It makes it a lot better for us.

Elizabeth Hughes

Of course. Alright everyone, nice to see everyone. So, we'll find that we have three Housekeeping Resolutions in front of us, each one for each entity. The Housekeeping Resolution is the same as the one that was adopted last year, just modified for changes obviously that have occurred in the past year. You'll see an Attachment A that is going to be your Annual PARIS reporting. Attachment B is going to be the Appointment of Officers. The Board Committee Appointments, Appointment of Agency Council, Depository Banking Institute, Submission Statements and Performance Measures, and then attachment - see the Tentative Meeting Schedule, which I believe was approved in January, but just for Housekeeping Purposes we added it here, and you could find it in the back of the binder.

Then our second Resolution of the day is going to be the Approval of Policies. I believe, might be further back, but I will give a brief overview. We have several Policy Changes that we are going into for this year - we're proposing. We have seven policies that were updated to conform with best practices, new legal requirements, two policies that are required by the Public Authorities Law to be readopted every year, even if they have no changes, there are no changes to those two and then two new policies to conform with legal requirements. You'll find a chart midway through the binder that summarizes the changes. I believe it is after the blue page. If anyone has any specific questions on any changes, or Mr. Chairman, if you'd like me to go further in depth on the changes, I am happy to do so.

Mark Geise

I think you're going to do that at the IDA Board Meeting.

Elizabeth Hughes

Perfect.

Mark Geise

Then the CREDC and CRC.

Elizabeth Hughes

Perfect

Mark Geise

I think for this meeting we're only doing the Housekeeping Resolution.

Elizabeth Hughes

Perfect.

Mark Geise

If I could say one thing, the only changes to the Officers was when Brad retired Dan Heitzenrater took his position as the Vice Chairperson and then Dan was in the role of Secretary. So, he moved up to Vice Chair, and Amy assumed Dan's position as Secretary. I think that's the only - Oh, the one other thing was now. Shelby is the CFO and Rich was the CFO last year. I think those are the only changes.

Rich Dixon

Mark, I would suggest on Attachment B of the Housekeeping Resolution that Shelby's name be on the Transaction Committee in my mind.

Mark Geise

It is. If you you go to the next page.

Rich Dixon

Oh, did I miss something?

Mark Geise

Yep, go to the next page at the top.

Rich Dixon

There it is.

Mark Geise

Yeah, but we had your name still on it, so that –

Rich Dixon

I didn't see the next page. Thank you.

Mark Geise

Yep.

Gary Henry

Was there any questions about any of these Housekeeping Resolutions? Hearing none can I have a motion to approve the Resolution to recommend these Housekeeping Resolutions to the full Board?

Amy Harding

I'll make that motion.

Gary Henry

Thank you. I'll second it. All those in favor say Aye.

Committee

Aye

Gary Henry

The Resolution has been approved. Any Old Business to come before the Governance Committee? Hearing none, we will consider the Committee Meeting adjourned and we'll meet back here at 10:30 a.m. for the Board Meeting. Thank you.

This meeting is adjourned at 10:05 p.m.

Secretary

Chairman