

**County of Otsego IDA and OCCRC
AUDIT & FINANCE COMMITTEES
February 9, 2017 Meeting Minutes**

CALL TO ORDER

COIDA's and OCCRC's joint Audit & Finance Committee meeting was called to order at 7:35 a.m. at the offices located at 189 Main Street, Suite 500, Oneonta, NY. Committee Chair Jeff Lord was present, as well as member Sarah Harvey, and staff member Elizabeth Horvath.

The following topics were discussed:

- Minutes from the January 2017 committee meeting were reviewed and deemed acceptable. Ms. Horvath provided updates on the Next Steps from the minutes, all completed, with an open question about adoption of the melded charter.
- The Audit dashboard was reviewed; everything is on track as of early February. Auditors completed field work in late January and continue their work to finalize draft financials to present at the March committee meeting. As concerns Audit & Finance reporting "crisp, high-level" information up to Board level concerning financials, the committee discussed, and Ms. Horvath will create a draft document for committee reaction, capturing burn rate, future revenue events, and timeline; she will circulate when ready.
- Current financials were reviewed and discussed at length. Part of discussion revolved around prioritizing revenue-generating activities to support agency operations. Ms. Horvath pointed out that, due to the audit, January's financials should still be considered "draft," until MMS has provided final notes concerning 2016.
- Discussion around project tracker, and prioritization – Ms. Horvath to include detail concerning revenue-oriented recommendations to items for discussion at 2/16/17 Project committee. Related discussion around marketing of shovel-ready land and the Siemens building, ROI on efforts, and importance of new revenue generation for prioritization of projects.
- Bills to be paid were reviewed and deemed acceptable. Ms. Horvath pointed out that the large insurance-related bills represent principally a pre-payment on all of 2017's insurance, expense is front-loaded in the fiscal year. Also noted was an overpayment by Mamco of their now paid-in-full loan.
- The loan portfolio was briefly reviewed, with discussion around (1) loan-loss reserves and the rationale behind them, (2) Butternuts update, (3) Mamco now paid in full, (4) Brooks Bottling growing their business, (5) ongoing progress concerning Larry's Custom Meats, (6) Foothills.
- The credit-card statement was reviewed line by line and deemed acceptable. Two questions regarding Marriott charges (NYS EDC conference) and NYS Division of Licensing (Joe Hughes notary public license).
- Mr. Mathes' expense report was reviewed and deemed acceptable. Question regarding 1/25/17 meeting with SUNY Poly professor.
- Discussion around MMS's audit questionnaire. Ms. Horvath will obtain necessary conflict of interest statements and other information, complete questionnaires and review with Mr. Lord to finalize.
- The committee reviewed the Assessment of Effectiveness of Internal Controls and will recommend adoption by full Board at 2/23/17 meeting.
- The committee reviewed the real property report that lives on the agency website, and discussed. No changes necessary.
- The committee discussed the annual committee report to the Board and okayed it, pending one possible change related to review of the OYSA use agreement; Mr. Lord to present to Board at 2/23/17 meeting.
- Ms. Horvath presented the final drafts of the IDA and CRC Investment and Procurement Reports; committee will recommend adoption to full Board.

NEXT STEPS

- EAH to touch base with Joe Scott concerning the adoption of the melded charter, to ensure that it is part of Housekeeping or a separate line item on the March Board agenda.
- On Board agenda for 2/23/17 for adoption:
 - Final drafts of both Investment and Procurement reports.
 - Assessment of Effectiveness of Internal Controls
- EAH to prepare a draft document of new dashboard with information mentioned above, for committee review.
- EAH to double-check portfol loan amounts against loan report.
- EAH to obtain conflict of interest statements for Board members from County, complete audit questionnaire and finalize with Mr. Lord before submitting to MMS.
- EAH to determine if committee reviewed OYSA use agreement, and modify annual report to the Board accordingly.
- Mr. Lord to present committee's annual report to Board 2/23/17.
- EAH to email committee with grant expense/revenue one-pager.
- Open item from January: Tim Parsons to add commercial auto to IDA/CRC policy to cover employee and contractor driving.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 9:45 a.m.