

A meeting of the Board of Directors of the Cayuga Economic Development Agency Inc., (“CEDA”) was brought to order at 2 State Street, Auburn, NY at 8:00 am, Thursday July 25, 2019. The following Board Members were in attendance:

Present	Absent/Excused	Proxy Voting	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Miles, Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Grant Kyle, Vice-Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cynthia Aikman, Treasurer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kelley Gridley, Secretary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ray Lockwood, At Large Executive Committee
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jim Dacey
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Dygert
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Hartwell
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Herbert
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Susan Higgins
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demetrius Murphy
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Minicucci
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crystina Brooks
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant (County)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant (Tourism)

Other Attendees:

- Tracy Verrier, Samantha Frugé, Jessica Hargarther (CEDA/CSS), Stephen Lynch (Director of County Planning and Economic Development), Jennifer Haines (Director of City Planning & Economic Development)

1. Quorum Call:

Cynthia Aikman, Treasurer, called the meeting to order at 8:00 a.m. noting that there was a quorum present.

2. Consent Items:

Ms. Aikman made a motion to approve the consent agenda items as distributed, Mr. Lockwood seconded. All present voted in favor motion carried.

4. Activities Update:

Ms. Verrier advised that the Executive Committee approved a loan of \$7500 through the CEDA Micro-Loan Program for a small business, Goblin Market. She briefly explained that Goblin Market specializes in making costume pieces, such as headbands with ears and horns, using a 3D printing process. Goblin Market requested \$7,500 to purchase a new 3D scanner which will help the business expand their range of products and offer more personalized products. The loan was expected to close by the next meeting. Ms. Verrier discussed ACT WorkKeys, a credentialing program that assesses an individual’s foundational skills for work. The assessments can measure a range of hard and soft skills relevant to any occupation, level, and across industries, making them a useful tool for companies during the hiring decision process. Companies can profile their job positions and use assessments to determine if a candidate is a good match for the skill set required. Individuals that complete the assessments receive a National Career Readiness Certification that shows their credentialed level (Bronze, Silver, Gold, or Platinum). The program is instituted on the county level, and in each county a threshold is set by for the number of individuals assessed and the number of employers that promote a preference for NCRC applicants. Once the thresholds are met, the county is deemed a “Work Ready Community”. Ms. Verrier explained that South Carolina is a “Work Ready State”, meaning that every county is using the program. Cayuga Community College has recently the WorkKeys program in Oswego County and is working toward Work Ready designation. In Oswego County, the program launch was mostly funded by Operation Oswego County and the Shineman Foundation. In recent meetings with educational partners, it has been discussed that this program could be a good

fit for Cayuga County workforce development, and it is also helpful for career and academic counseling. Ms. Verrier is looking for funding opportunities to expand CCC's program into Cayuga County, and said that the Alliance for Economic Inclusion had a grant fund available for projects of this nature but were not looking to fund state agencies. She noted to access that funding CEDA would likely need to be the applicant for the grant, with CCC and other community stakeholder organizations as collaborators. That application is due in September. Other funding opportunities include a the NYS Workforce Development Initiative (WDI), which is available on a rolling basis. The WDI funds can also be awarded to SUNY schools, so CCC could be the primary applicant. The first step that Ms. Verrier is working on currently is to identify the key stakeholders in the community to make sure there was interest in establishing the program, as well as to identify possible assessment sites that can reach diverse populations throughout the County. Mr. Lockwood asked how much funding was received for the program in Oswego County? Ms. Gridley, who has been part of the conversations with academic partners, said around \$160,000. Fees were for the initial set of assessments and site fees were worked into the grant budget. Mr. Dacey asked if federal funds were available? Ms. Verrier said she could look into federal funding as they started to put together the financing.

Ms. Verrier provided an update on the status of the Auburn Local Development Corporation and explained they have been struggling to identify projects relevant to their purpose and without any operating revenue, they would likely need to dissolve within the year. Ms. Verrier noted that CEDA has not collected annual fees for the previous two years and would need to address the fees upon the dissolution of ALDC. Ms. Verrier asked the Board if they were willing to write off the fees as uncollectable to remove them from the balance sheet? The board was agreeable. Mr. Lockwood moved to write off the ALDC fees owed (\$5,000), seconded by Mr. Minicucci. Mr. Dygert and Mr. Dacey abstained. Ms. Aikman disclosed that she has previously worked with ALDC but had no current ties to the organization and thus could vote without conflict. All remaining members present voted in favor; motion passed.

Ms. Verrier provided the following additional updates:

- Ms. Verrier has also been coordinating conversations with educational partners (CCC, Wells College, and BOCES) about streamlining or coordinating internships in the County in order to improve the process for students and businesses.
- Ms. Verrier attended a Workforce Development board meeting. They have a new Executive Director and were also looking for more representation from Cayuga County. She asked the Board to let her know of anyone that might be interested in participating.
- AIDA approved incentives for Prison City Brewing (PILOT, sales & use tax exemption, mortgage recording tax exemption) and JBJ Real Property (ST-60 extension).
- CCIDA received an application for a renewable natural gas (RNG) project which was seeking bond financing. CCIDA also approved moving forward with the sewer expansion project in Aurelius and was waiting on an engineering report to confirm capacity at the City's waste water treatment plant and in the conveyance system.
- CEDA staff have recently met with Senator Pam Helming and representatives from Congressman Katko's office to provide an update on economic development within the county. A similar meeting is scheduled with Sen. Gillibrand's economic development director.

5. Website Hosting:

Ms. Verrier advised that CEDA's website has been transferred to a new host and server, but that there is still some code to clear up in order to stop some of the issues that have been occurring.

6. Discussion Item: Updates from County and City Planning & Economic Departments

Mr. Lynch provided the following updates from the County Planning & Economic Department:

- The CCDC loan portfolio consists of around 7 loans, all of which were current. They have been working with CEDA staff on developing loans and bringing them to the loan committee. Right now they were

working with Prison City Brewing with their expansion project and had a meeting scheduled to review that loan application on August 6th.

- Staff were working on multiple CFA applications with other municipalities, including Sterling, Fair Haven, the Village of Cayuga, Union Springs, and the Village of Moravia. They are also working on an application for additional improvements at Emerson Park.
- Mr. Lynch and his staff have also been working on the Governor's new Resiliency Economic Development Initiative, funding for communities along Lake Ontario that are experiencing flooding. Cayuga County and Oswego County are preparing a joint application, with numerous municipal and business project proposed from Sterling and Fair Haven. Ms. Verrier assisted with gathering information from the businesses.
- Cayuga County became a clean-energy community and received a no-match grant from NYSERDA that will assist CCPUSA in completing a strategic organizational plan.

Ms. Haines provided the following updates from the City Planning & Economic Development Department:

- The City provided an update on the Auburn Technology Park. The City Council recently included some lighting and signage upgrade in a bond, and will be making those improvements soon. The city has also recently sold a couple of parcels.
- They were waiting for an announcement of which DRI projects would be funded. Seventeen projects were submitted for a total request of \$13.5 million, but only \$9.7 million is available.
- They have been more aggressive with tax foreclosures and had a successful auction in June. They were looking at different approaches to selling properties and released an RFP for a realtor to assist, preferably with knowledge in Brownfield Opportunity Zones.
- The City owns 22 parks and has been trying to make improvements based on a master plan completed in 2016 that gave recommendations for upgrades and safety improvements.
- Staff is starting work on a five-year consolidating plan for CDBG to be submit in February. HUD had updated their rules regarding balances available and required the City to spend down balances in CDBG revolving loan funds. This did not leave as much loan funds to make available for the Small Business Assistance Program administered by CEDA. The fund currently has around \$350,000 available, and any more than that would categorize the City as "untimely" and lead to a potential recapture of CDBG funds.

7. Updates from the Board:

Mr. Minicucci provided a report of the upcoming Chamber events.

Motion to adjourn at 8:56am by Ms. Aikman, seconded by Mr. Lockwood. All present voted in favor, motion passed.

The next CEDA meeting will be on Thursday, August 29th, 2019 at 8:00 am at 2 State St.