

Strategic Solutions, Inc.

January 14<sup>th</sup>, 2020

Meeting Place: 2 State St.

Convened at: 8:04am

Ended at 8:31am

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Present	Absent /Excused	
[x]	[ ]	Ryan Pine, Chair
[x]	[ ]	Kevin Miles, Vice-Chair
[x]	[ ]	Kelley Gridley, Treasurer
[x]	[ ]	Cynthia Aikman, Secretary
[x]	[ ]	Grant Kyle
[x]	[ ]	David Contiguglia
[x]	[ ]	Ray Lockwood
[x]	[ ]	Tom Minicucci
[x]	[ ]	Mitch Maniccia
[ ]	[x]	Glenn Fletcher

Others Present: Tracy Verrier, Jessica Hargarther

**Minutes**

Mr. Miles called the meeting to order at 8:04 am, noting that there was a quorum present.

**Consent Agenda Item**- Motion to approve the December 2019 meeting minutes was made by Mr. Pine seconded by Mr. Lockwood. All members present voted in favor; motion passed. Motion to approve the January 2019 financials made by Mr. Lockwood; seconded by Mr. Pine. All members present voted in favor; motion passed.

**Welcome New Members** - The board made introductions for the new board members.

**Committee & Taskforce Updates-**

Governance & Nominating- The committee recommended the following for the 2020 Slate of Officers:

1. Chair – Ryan Pine
2. Vice Chair – Kevin Miles
3. Treasurer – Kelley Gridley
4. Secretary – Cynthia Aikman

Motion to approve the January 2020 Slate of Officers was made by Mr. Lockwood; seconded by Ms. Aikman. All members present voted in favor; motion passed.

Ms. Verrier also noted that new bank account signers would need to be assigned, and that Ms. Chase would need to be removed as a signer. Motion by Mr. Lockwood to approved Mr. Ryan Pine, Mr. Kevin Miles, Ms. Kelley Gridley and Ms. Tracy Verrier as bank account signers. Second by Mr. Kyle. All present voted in favor, motion passed.

Audit & Internal Control – Ms. Verrier stated that the Buffington & Hoatland audit team will be in the office January 27<sup>th</sup> through the 29<sup>th</sup>. Ms. Verrier will schedule a meeting of this committee when the auditors are in the office.

Human Resources- This committee communicated via email regarding the 2020 employee handbook, but has not met.

Workforce Development – This committee has not met.

**Populate Committees** – The board reviewed the committees and Ms. Verrier asked for volunteers to populate the committees for 2020. They were filled as follows:

**Governance and Nominating** – Mr. Maniccia, Mr. Lockwood, Mr. Contiguglia and Mr. Kyle.

**Audit & Internal Control**- Mr. Miles, Ms. Aikman and Ms. Gridley.

**Human Resources**- Mr. Minicucci, Mr. Fletcher, and Mr. Miles, plus some members of the other boards including Mr. Dacey. Ms. Verrier will ask for additional volunteers from Chamber and CEDA boards.

**Chamber & CEDA Updates** – Mr. Minicucci mentioned that all of the Business After Fives for 2020 are booked, and the next Business at Noon is at Pure Market and Eatery showcasing Habitat for Humanity. There is also an Educational Seminar – 3 steps to a Stress Free Tax Season – at the Chamber office on January 22<sup>nd</sup> at noon and will be provided by Chris Belfi from Max Potential Coaching. Mr. Minicucci also reminded the board that tomorrow is Wednesday Morning Round Table, which will be about Veterans Affairs and he is moderating.

Ms. Verrier noted that the CEDA Economic Forecast luncheon was coming up on Thursday at the Holiday Inn, so far they have 105 registrants for the event. She also provided some updates on the Central New York Regional Economic Development Council and Downtown Revitalization Initiative projects.

Ms. Verrier also noted that Ms. Danielle Szabo was settling in to the Economic Development Specialist position, but was still learning the role and activities.

Motion to adjourn by Mr. Lockwood, second by Mr. Kyle. Meeting adjourned at 8:39am.

Strategic Solutions, Inc.

April 14, 2020

Meeting Place: Remote- GoToMeeting

Convened at: 8:02am

Ended at 8:42am

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Present	Absent /Excused	
[x]	[ ]	Ryan Pine, Chair
[x]	[ ]	Kevin Miles, Vice-Chair
[x]	[ ]	Kelley Gridley, Treasurer
[x]	[ ]	Cynthia Aikman, Secretary
[x]	[ ]	Grant Kyle
[x]	[ ]	David Contiguglia
[x]	[ ]	Ray Lockwood
[x]	[ ]	Tom Minicucci
[x]	[ ]	Mitch Maniccia
[x]	[ ]	Glenn Fletcher

Others Present: Tracy Verrier, CSS; Elaine Buffington, Buffington & Hoatland

**Minutes**

Mr. Pine called the meeting to order at 8:02 am, noting that there was a quorum present.

**Consent Agenda Item**- Motion to approve the consent agenda items made by Mr. Lockwood; seconded by Ms. Aikman. All members present voted in favor; motion passed.

**2019 Financial Statement Review**

Ms. Buffington reviewed the 2019 draft financial statement, noting that it is a financial review, not an audit, so there is not the same level of testing. Ms. Buffington reported that overall things were in good shape in terms of the state of the state of the bookkeeping. It was, however, a challenging year due to a large accounting change regarding revenue recognition. New procedures have been added to ensure that revenue is recognized as contracts are fulfilled. There are new footnotes in the financial statement related to this change as well. Ms. Buffington explained that this is a single year financial statement because to present a comparable statement they would have had to restate prior years, which would have required additional time and cost. There was only one entry, so things went well this year. CSS has many complexities because all three organizations (CSS, CEDA, and Chamber) need to match. However, that was all fine. Ending cash was \$1095, which is up from last year. Accounts Receivable were \$20,000 at year end, which was part of the fourth quarter invoice still due from Chamber. However, that amount was paid in January. This year prepaids are down primarily because the health insurance was not prepaid as in the previous year. Accrued expenses were up due to unused vacation, particularly for Ms. Verrier. At year end there was a deficit of assets due to accrued payroll and depreciation. Ms. Buffington recommended either finding a way to reduce accrued payroll or having a cash balance to cover the accrued expenses. Administrative Services went up due to an increase in personnel related expenses. This increase was mostly health insurance, but also wages and retirement. Ms. Buffington reviewed the

statement notes. Note 2 includes the new revenue recognition rule. Note 6 is the new accounting pronouncements about revenue recognition, which did not impact CSS very much.

Mr. Pine asked if the review team noticed anything alarming or overly concerning? Ms. Buffington stated that there was nothing alarming. She noted that there has been some changeover in staff, which makes it difficult to make sure accounting is correct. However, the staff has done a good job considering.

Mr. Minicucci asked if the revenue recognition change is likely to make it more likely that organizations will experience bookkeeping errors? Ms. Buffington explained that is generally likely until people get used to the new procedures. This has been a huge change and it hasn't trickled down to day to day bookkeeping and accounting. Some organizations are going to struggle with it. The Chamber, for example, is going to have to change how things are done on month-to-month basis because technically revenue shouldn't be recognized until benefits are utilized. However, CSS was already recognizing revenue in a way that is in line with the new procedures.

Motion to accept the 2019 financial review by Ms. Aikman, seconded by Mr. Miles. All members present voted in favor; motion passed.

#### **Committee & Taskforce Updates-**

Ms. Verrier noted that no committees have met. From a workforce development standpoint, she provided an update that the student career fair for this year has been cancelled, but it may be rescheduled for the fall. She explained that the intention was to have it the first week of May, and that the students were going to be set up with employers to do mock interviews. This would help students strengthen their interview skills and get some experience interacting with employers.

#### **Chamber & CEDA Updates –**

CEDA update- Mr. Miles and Ms. Verrier updated the board on the CEDA emergency microloan. There were currently 21 applications, including 3 that had been approved. Ms. Verrier provided an overview of the program structure. Ms. Gridley provided an explanation/overview of the Paycheck Protection Program (PPP). The forgiveness portion of PPP is a grey area as there isn't a clear understanding of how the forgiveness will work. The SBA guidelines haven't come out yet. Mr. Minicucci asked if there is any idea of timeline from application to disbursement? Ms. Gridley explained that for Tompkins, they started taking applications when they opened April 3, and they processed all weekend. From there they were able to get SBA loan numbers. From when they get that number, they have 10 days to disburse, but SBA didn't have all the paperwork ready. She expects they will start disbursing later this week.

Chamber update- Mr. Minicucci noted that there is a lot of work going on behind the scenes, and described the current operation at Health Central. Ms. Verrier added that Chamber events are being rescheduled to later in the year, including the State of the City and County, Awards Luncheon, and Golf Tournament. The Chamber team has also started hosting virtual happy hours and coffee breaks. Ms. Jessica Wrench is also organizing virtual education sessions. Mr.

Minicucci added that Wednesday Morning Round Table the following day would be focused on the virus and will be viewable online.

Mr. Miles added that this is uncharted territory for everyone, and explained that Boston University announced that they may cancel classes for the fall and wait until January 2021 to start classes again.

Mr. Pine noted that all students are moving ahead next year because regents are cancelled, and that this is disrupting the educational structure. There will be logistical challenges.

Mr. Miles added that the local medical system is in need of supplies, and that we need manufacturing in the US to continue.

Mr. Minicucci provided that there is a good tutorial available online from a doctor in NYC. The doctor gave a 25 minute tutorial and then took 25 minutes of questions.

Motion to adjourn by Mr. Lockwood, second by Ms. Aikman. Meeting adjourned at 8:42am.

Strategic Solutions, Inc.

August 18<sup>th</sup>, 2020

Meeting Place: 2 State St.

Convened at: 8:04am

Ended at 8:31am

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Present	Absent /Excused	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ryan Pine, Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kevin Miles, Vice-Chair
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kelley Gridley, Treasurer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cynthia Aikman, Secretary
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Kyle
<input type="checkbox"/>	<input checked="" type="checkbox"/>	David Contiguglia
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ray Lockwood
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tom Minicucci
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mitch Maniccia
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Glenn Fletcher

Others Present: Tracy Verrier, Kim Taggerty

**Minutes**

Mr. Pine called the meeting to order at 8:04 am, noting that there was a quorum present.

**Consent Agenda Item**- Motion to approve the consent agenda items was made by Mr. Lockwood seconded by Mr. Minicucci. All members present voted in favor; motion passed.

**Personnel Updates & Reopening Plan Updates**

Ms. Verrier introduced the new Office Administrator, Kim Taggerty to the board.

Ms. Verrier also announced the hiring of a new Technical Specialist to the team, Taylor Symes, will begin on Monday, August 24<sup>th</sup>. Ms. Verrier also added that Ms. Symes has a great support network in the county and is currently employed at Empower Federal Credit Union. There were two candidates that interviewed for a second interview and the interview committee all agreed that Ms. Symes was the best fit for the position.

Ms. Verrier noted that an updated reopening plan was sent with the agenda packet and has some minor updates which are highlighted.

**Committee & Taskforce Updates-**

- a. Governance and Nominating- meet in Jan
- b. Audit & Internal Control- meet in Mar/Apr
- c. Human Resources- meet in Oct
- d. Finance Committee- meet in Nov/Dec
- e. Workforce Development

Ms. Verrier reported that there is a new Director, Kelly King at Cayuga Works, she was previously the Interim Director and is now officially the Director. We have been working

directly with her and building a relationship to help clarify whose role it is in Workforce Development and help bridge the gap with businesses. We are looking to make the whole process much easier by working jointly with both of our organizations. The Student Career Fair this year has been cancelled but we are looking into having something virtually by possibly scheduling some mock interviews for students. Ms. Verrier also added that we are exploring the needs of transportation and to meet the needs of multiple employers in the area. Mr. Lockwood asked if anyone has contacted anyone at CENTRO. Ms. Verrier replied that Ms. Danielle Szabo, Economic Development Specialist has been in contact with them and we are still in the process of identifying shifts and possible new routes.

### **CEDA Updates**

Ms. Verrier advised the members that she has reached out to OGS General Services regarding training for local businesses to utilize the state procurement system. Ms. Verrier also added that we are working on getting the word out for people to buy local so the taxes stay locally to help with some of the budget deficits in our area. Ms. Aikman expressed that small businesses in the past that have been involved with state procurement and some have had issues with how long it takes for the state to pay their vendors, some businesses have even filed for bankruptcy because of this. Businesses would really need coaching on how and when they bid on state contracts. Ms. Verrier added that she will also bring up this topic when OGS reaches out to us.

Mr. Pine asked if CEDA is receiving inquiries from outside businesses development. Ms. Verrier reported that there is steady activity. Ms. Verrier also added that AIDA went out for an RFP for Marketing Services which will create a brand for us as an organization.

### **Chamber Updates**

Mr. Minicucci reported that the Chamber held there Executive Committee will be meeting following this meeting today. Ms. Verrier updated the committee with events that are coming up. The Golf Tournament will be held September 11<sup>th</sup> at Dutch Hollow. We currently have 12 teams signed up. Ms. Verrier also added that the State of the Series went relatively well. Ms. Verrier reported that FLGIC has a Sexual Harassment Training coming up for Non-profit Board Members

Ms. Verrier informed the board that there will not be an Annual Dinner this year but we will be having a virtual auction. Mr. Pine asked if there would be a possibility of pushing back the date for the Annual Dinner. Ms. Verrier replied that due to current circumstances with COVID it would be in the best interest of cancelling it for this year. Ms. Verrier also reported that we are still planning on having the Holiday Party in December.

Mr. Lockwood asked how the Business after Five event went. Ms. Verrier stated that it went well and was held at Springside with a small group of people attending.

Ms. Verrier advised the board that she is currently working on a broader virtual event with multiple Chambers from Albany to Buffalo all communicating virtually.

Mr. Minicucci asked if it would be possible to combine the Holiday Party with the Annual meeting. Ms. Verrier said it could be possible and we can discuss it at the board meeting next week.

Mr. Maniccia voiced his concerns regarding the NYS Health Plan and inquired if this needed to be submitted to the County or NYS Health Department. Ms. Verrier stated that a copy only needs to be available if someone asks to see it and it is located on the table in the lobby.

Motion to adjourn by Mr. Pine, second by Ms. Aikman. Meeting adjourned at 8:31am.

Strategic Solutions, Inc.

December 8, 2020

Meeting Place: 2 State St.

Convened at: 8:02am

Ended at 8:54am

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Present	Absent /Excused	
[x]	[ ]	Ryan Pine, Chair
[x]	[ ]	Kevin Miles, Vice-Chair
[x]	[ ]	Kelley Gridley, Treasurer
[x]	[ ]	Cynthia Aikman, Secretary
[x]	[ ]	Grant Kyle
[ ]	[x]	David Contiguglia
[x]	[ ]	Ray Lockwood
[x]	[ ]	Tom Minicucci
[x]	[ ]	Mitch Maniccia
[X]	[ ]	Glenn Fletcher

Others Present: Tracy Verrier, Kim Taggerty

**Minutes**

Mr. Pine called the meeting to order at 8:04 am, noting that there was a quorum present.

**Consent Agenda Item**- Motion to approve the consent agenda items was made by Ms. Aikman, seconded by Mr. Minicucci. All members present voted in favor; motion passed.

**Committee & Taskforce Updates-**

Ms. Verrier announced that the governance nominating committee will meet in January to discuss officer nominations for 2021. The board members won't be determined until after the CEDA and Chamber board meetings in December.

Ms. Verrier stated she had forgotten to issue an RFP for audit and financial statement services for CSS, Chamber and CEDA. The prior contract only went through 2019, and an RFP should have been issued over the summer. Ms. Verrier reached out to Buffington & Hoatland to extend the current contract for an additional year and she will RFP next year.

Ms. Verrier advised the committee that Workforce Development has not met. Ms. Verrier stated that Ms. Dani Szabo has been working closely with Cayuga Works to establish a good working relationship and make referrals. Ms. Verrier reported she has been in contact with Monika Salvage regarding funding that was received for employment pathways and support services for people in recovery. They are looking for CEDA and the Chamber to play a role on getting businesses engaged to support and opportunity to people in recovery for the coming year.

**Discussion items 2021-**

***2021 Employee Handbook***

Ms. Verrier advised that the HR Committee members met and discussed the employee handbook. Ms. Verrier noted that the main updates to the handbook are an updated around proper workplace attire, the addition of an infectious disease policy, and an update to the paid sick leave policy per new state regulations. Under new state regulations, we are required to offer part time employees paid sick time starting at the beginning of the year. Ms. Verrier noted that the Silver health insurance premium decreased slightly this year, which is preferable to the 10%+ increase we were expecting. Mr. Miles asked what benefits are paid to an employee when they leave service. Ms. Verrier stated that just vacation is paid out. Mr. Lockwood made a motion to approve the employee handbook, seconded by Mr. Miles, all members present voted in favor; motion passed.

### ***2021 Budget***

Ms. Verrier stated the budget is similar to last year, some items have been reduced based on our actual usage, such as the shared marketing line. Mr. Lockwood made a motion to approve the 2021 Budget, seconded by Ms. Gridley; all members present voted in favor; motion passed.

Mr. Miles explained that the Cayuga County legislature is currently going through their budget process for 2021 and are considering CEDA's budget. The draft budget included CEDA at \$250,000, but since it was increased to \$300,000. Mr. Miles requested that any board members that have a relationship with a legislator to reach out to advocate for the higher amount. Ms. Verrier stated the Legislative meeting to adopt the budget will be held Thursday, December 10<sup>th</sup>.

### ***2021 Proposed Meeting Schedule***

There were no concerns or questions regarding the proposed schedule.

### **Chamber Updates**

Mr. Minicucci reported that the Chair's award was awarded to Bob Simmonds this year. Ms. Verrier advised the board that the board seats will be finalized at the next Chamber board meeting on December 16<sup>th</sup>. Ms. Verrier noted that there were 5 seats to fill for 2021.

### **CEDA Updates**

Mr. Miles advised the board the Ms. Gridley and Ms. Aikman will be terming off of the CEDA board. Ms. Verrier reported that the emergency microloans for businesses are still available.

Ms. Verrier reported that they have been working with BID and the Tourism Office to organize a restaurant discussion session. We have speakers from the Cayuga County Health Department to talk about compliance and Onondaga County Health Departments to discuss what restaurants are doing in the zones. Ms. Verrier added that Empire State Development and Ally Colvin of Boyle & Anderson will be speaking on various regulations as well. Ms. Verrier stated that there will also be time for all restaurants to communicate with each other about issues they may be having and how they can work together for a remedy.

Ms. Verrier advised the committee that she is now on the Locate Finger Lakes board. Locate Finger Lakes is considering hiring a dedicated staff person, and there has been some discussion and interest about bringing Locate Finger Lakes into the CSS model for staffing purposes. Senator Nozzolio is very interested with this opportunity. Ms. Verrier noted that she had explained to the Senator some of the concerns that the legislature had around CSS and how it has contributed to concerns around CEDA's funding. However, CSS was created with the intention of being able to bring other organizations into the system at some point. Mr. Pine asked what their funding is. Ms. Verrier replied they get several contributions from banks and had received some limited grant funding. Ms. Gridley asked what this board's main mission is. Ms. Verrier stated that they market the Finger Lakes region as a place to do business, not just a place to visit. They are promoting what it is like to do business in the Finger Lakes. Mr. Pine asked what the timeline is. Ms. Verrier replied it isn't moving very fast right now. The board requested that they be kept in the loop.

Motion to adjourn by Ms. Aikman, second by Ms. Gridley. Meeting adjourned at 8:54am.