

**Tompkins County Development Corporation
Board of Directors Meeting Final Minutes
May 10, 2018
Tompkins County Legislative Offices
121 E. Court Street, Ithaca, NY**

Present: Martha Robertson, Rich John, Jennifer Tavares, Leslyn McBean-Clairborne, Mike Sigler

Absent: Grace Chiang, Laura Lewis

Staff: Heather McDaniel, Ina Arthur, Mariette Geldenhuys

Guests: Martha Armstrong (FLRPnet), Deborah Dawson

CALL TO ORDER

Rich John called the meeting of the **Tompkins County Development Corporation** to order at 3:35 PM

PRIVILEGE OF THE FLOOR

BUSINESS

Committee Appointments

The TCDC Board needs to appoint a Finance Committee per the 2009 update to the PAAA legislation. When the PAAA legislation was created in 2007, the board did create an Audit Committee and a Governance Committee.

Heather McDaniel recommended that at this time and Audit and Finance Committee be populated as one committee and later the Governance Committee can do a review of the TCDC's bylaws and recommend separating them into two committees.

Rich John suggested appointing Mike Sigler, Laura Lewis and Rich John to the Governance Committee.

Rich John suggested appointing Rich John, Martha Robertson and Jennifer Tavares to the Audit/Finance Committee.

Martha Robertson moved to appoint the Governance Committee for both the TCIDA and TCDC as outlined and to expand the current audit committee to an audit and finance committee and to appoint the board members as outlined. Jennifer Tavares seconded the motion. The motion was approved 5-0.

Jennifer Tavares suggested that when the Governance committee reviews the bylaws that other policies also be reviewed along with the attorney. It is best practices to have the attorney review policies annually.

Funding Request – Finger Lakes Regional Prosperity Network Food Business Incubation Program

Martha Armstrong gave an overview of the Finger Lakes Regional Prosperity Network Food Business Incubation Program. The program has received a grant from the Appalachian Regional Commission (ARC) for a year long PILOT of the program. This money will be used to hire a director who will develop a program that builds relations with the entrepreneurial community, shares knowledge, encourages supply chain connections and fosters growth of the region's food and beverage manufacturers. The ARC grant will fund the program in the ARC's Southern Tier Central Region: Chemung, Schuyler and Steuben counties. This was envisioned as a .6 FTE.

This funding request of \$17,030 to the TCDC is to fund an additional .2 FTE so the program could include Tompkins County.

Rich John asked how the outcomes were estimated. Martha Armstrong commented that these are an estimate based on companies TCAD has interacted with in the past.

Martha Robertson asked about the timing of the grant. The grant is for a one-year PILOT program that will run for one year starting with the hiring of the director.

Jennifer Tavares asked why Tompkins County was not in the original grant application to ARC. This is due to the grant being funded through Southern Tier Central (STC) vs. Southern Tier East (STE) where Tompkins County is located. STE rejected the original grant application.

Leslyn McBean-Clairborne asked about the educational qualifications in the job application. Will there be options that would include work experience instead of a certain level of higher education.

This position will be hired through Cornell Cooperative Extension and the Cornell University system. Thus there is little leeway with educational requirements.

Martha Robertson moved to approve the Request of \$17,030 to fund FLRPnet's Food-Processing Business Incubation Program Pilot program in Tompkins County. Mike Sigler seconded the motion. The motion was approved 5-0

CHAIR'S REPORT

None.

STAFF REPORT

None.

APPROVAL OF MINUTES

Jennifer Tavares and Rich John made corrections to the draft minutes

Mike Sigler moved to approve the minutes with requested corrections from the March 8, 2018 TCDC Board meeting. Martha Robertson seconded the motion. The motion was approved 5-0.

The meeting was adjourned at 3:50 PM.

The minutes were approved at the June 14, 2018 Board meeting