

MINUTES

DUTCHESS COUNTY ECONOMIC DEVELOPMENT CORPORATION Operational Oversight Committee

Monday, July 12, 2010, 2:00 p.m.
DCEDC, 3 Neptune Road, Poughkeepsie, NY 12601

Present: M. Graham, M. Kastner, P. Keenan, J. MacEnroe, A. Reynolds, D. Wise

Absent: K Durham, B. Lavery, D. MacFarland, M. Newton, C. O'Mara

Also Present: D. David Conklin, Timothy Hoolihan and Ying Wang (VanNorstrand & Hoolihan CPA's)
Staff: L. Heuermann

Welcome and Opening Remarks: The regular meeting of the DCEDC Operational Oversight Committee was called to order by Mike Graham, Chair at 2:00 p.m. Mike introduced new committee members. Minutes were approved from the April 12, 2010 meeting.

2009 DCEDC audited financial report by VanNorstrand & Hoolihan CPA's: 2009 DCEDC audited financials were presented by Timothy Hoolihan and Ying Wang. No written management letter. Oral comments:

Follow up on 2008 audited oral suggestions:

- Discarded assets are now approved by OOC.
- Overdrawn FSA money is now included on employee W-2.
- Budget line items over 10% should be changed and approved by OOC and presented to board.
- Conflict of interest policy completed for 2009.

DCIDA RLF \$300,000 funded January 2009:

- Recorded as long term liability to IDA.
- All interest income, application fee income will add to the long term liability to IDA.

2009 Dutchess County Travel Guide:

- Printed by Luminary Publishing and DCT received \$6,273 Royalty income.
- Printed yearly now, therefore no inventory on balance sheet.

WHC – about \$82,000 Dyson fund remains with no direction of use.

Company Vehicles - Personal auto allowance now includes personal fuel costs on employee W-2.

Poughkeepsie/Dutchess Development Inc. – Empire Zone: D. David Conklin (Empire Zone Chair) presented the history of the Empire Zone since 1994. His remarks: Empire Zone credits were crucial to attract businesses to Dutchess County and Poughkeepsie/Dutchess Empire Zone has been ranked number 1 in New York State. Empire Zone has sunsetted and EZ is going out of business. Staff will continue until money runs out and Empire Zone clients will then work with state. Poughkeepsie/Dutchess Development Inc. needs to unincorporated.

Financials: June 30, 2010 Financial Statements were reviewed and approved for presentation to the full board with the following approvals:

- OOC approved budget changes to DC Tourism Matching Funds - NYS Matching Funds revenue from \$59,827 to \$0 and offset expenses accordingly.
- Opened a separate bank account (M & T Bank) for Workforce Housing Coalition (Dyson) funds.

6/30/10 bank balance report for each bank was distributed.

Conflict of interest policies: All board members and committee members signed conflict of interest policies. All board members signed acknowledgement of Fiduciary Duties and Responsibilities for the NYS Authority Budget Office.

Dutchess County audit of 2008 DCEDC update: A detailed response to all Dutchess County findings and recommendations were distributed and reviewed by OOC members.

Next OOC Meeting:

**Monday, October 18, 2010
at 2:00 p.m.**