

COMMISSION MEETING

October 18, 2017

Franklin Plaza Board Room

4 Fourth Street

Troy, NY 12180

PRESENT: Michael Apostol, Bill Bruce, Lucille McKnight, Mike Morelli, Kristin Swinton, Judy Breselor, Stan Brownell, James Shaughnessy, Mike Stammel, Jacqueline Stellone, Jason Kemper, John Murray, Don Ackerman, Barbara Mauro

ABSENT: Philip Barrett, Paul Sausville, Nancy Casso, Gary Hughes, Joe Landry

STAFF PRESENT: Mark Castiglione, Donna Reinhart

1. Welcome and Introductions

Judy Breselor welcomed everyone to the meeting. There were no guests in attendance.

2. Consent Agenda

- May 17, 2017 Meeting Minutes and July 19, 2017 Meeting Minutes
- Financial Statement through September 30, 2017

The financial statement represents activities through September 30, 2017. Through the first nine months, revenues are at 62% and expenses are at 71%. We are tracking under on the revenue side and Mark has discussed this with the A&F Committee. This has been a trend throughout the year however, Mark has been working with staff in order to maximize hours worked on grants. End of the year revenues are projected to be about 87% and expenses at 97%. Mark has been working with staff to maximize hours on grants and to be more proactive for 2018. We may be looking at a slight deficit of \$20,000 for 2017.

- Appointment of Nominating Committee by Chair
- Bylaws Update Status
- LTCP CSO Memo
- Staff Activity Report

Mark requested the Board add the Addendum Memo to the Agenda

Action Taken

Don Ackerman made a motion to approve the consent agenda and Jason Kemper seconded. The motion was approved unanimously.

Mike Stammel made motion to approve the addition to the agenda and Kristin Swinton seconded. The motion was approved unanimously.

Addendum to Agenda to Convey Support for HVCC Proposal to EDA for Grant Funding

Mark informed the Board that CDRPC was approached late last week by the US EDA on behalf of HVCC to support HVCC's application for funding to develop a new Advanced Manufacturing Training (AMT) facility on its campus in Troy. On Monday, October 16, Sean Maguire spoke with the Director of Grants at HVCC about the project and reviewed the full proposal. HVCC has already received support for 50% of the project cost. They are seeking the remaining 50% from EDA programs.

The funds sought would cover the cost of the interior fit of a 40,000 square foot, two-story addition to Lang Hall in its main campus in Troy. The new facility will include classroom space, multiple advanced manufacturing labs, and other supporting space. Per HVCC, this will be the most complete manufacturing technology center in the US and will produce highly-skilled students trained on the latest machine tools, equipment, tooling and software.

CDRPC's support and endorsement of the project are necessary for HVCC to proceed with the application. CDRPC, as the Economic Development District, is responsible for supporting and endorsing applications for EDA funding. Not only will the program expansion contribute to meeting regional workforce demand, it will multiply training opportunities for any manufacturing professional. HVCC has indicated that this application is providing opportunities for individuals in the cities of Schenectady and Troy.

Action Taken

Bill Bruce made a motion approve HVCC proposal to EDA for grant funding and Mike Morelli seconded. The motion was approved unanimously.

Don Ackerman made a motion to approve the items on the consent agenda and Jason Kemper seconded. The motion was approved unanimously.

3. Accept Audit

A copy of the FY-2016 Audit Report prepared by Marvin & Co. was sent out prior to the meeting. Representatives from Marvin & Co. presented the final Audit Report at the July meeting.

The audit noted a minor discrepancy in petty cash and was recommended to eliminate petty cash entirely. Petty cash has since been eliminated. The auditors also recommend

regular IT security training and staff is exploring the most appropriate training protocols. Finally, while our data is for the first time being backed up regularly on the new on-site server, the auditors recommended a disaster recovery plan including off-site or cloud storage. This will be considered upgrades for 2018.

Action Taken

Lucille McKnight made a motion to approve the 2016 Audit Report and Mike Stammel seconded. The motion was approved unanimously.

4. Other Business

There was no other business at this time.

5. Next Commission Meeting

The next CDRPC Commission meeting will be held at Schenectady County Office Building, 620 State Street in Schenectady at 10:00am.

Adjournment

Mike Stammel made a motion to adjourn the meeting and Barbra Mauro seconded. The motion was approved unanimously.

Respectfully submitted,

Donna Reinhart
Office Manager

Reviewed and approved,

Jason Kemper,
Vice Chair