

# COMMISSION MEETING

10:00 am, Wednesday, October 21, 2020

*Due to social distancing policies related to COVID-19, the Capital District Regional Planning Commission's (CDRPC) 10am, October 21st meeting will be held virtually through Zoom Meetings.*

**Members Present via Zoom Meeting:** Willard Bruce, Kristin Swinton, Scott Bendett, Judith Breselor, James Shaughnessy, Michael Stammel, Jacqueline Stallone, Joseph Grasso, Opal Hinds, Jason Kemper, Craig Warner, B. Donald Ackerman, David Hogenkamp, Gary Hughes, Barbara Mauro, Joe Landry

**Others Present:** Sean Daley (Marvin and Company), Heather Lewis (Marvin and Company).

**Members / Others Absent:** Lucille McKnight, Lawrence Schillinger, Amy Standaert,

**Staff Present:** Mark Castiglione, Amy Weinstock, Martin Daley, Tara Donadio, Todd Fabozzi, Joshua Tocci, Kate Maynard, Jill Henck, Tom White

**Presiding:** Kristin Swinton, Chair, called the meeting to order at 10:02 am.

## 1. Welcome & Introductions

Chair Swinton welcomed everyone to the meeting.

## 2. Accept September 30, 2020 Meeting Minutes

The September 30, 2020 meeting minutes were presented to the Board for approval.

## Actions Taken:

Scott Bendett made a motion to approve the September 30<sup>th</sup> meeting minutes and B. Donald Ackerman seconded it. The motion passed unanimously.

## 3. Financial Statements through September 30, 2020

Financial Statements through September 30, 2020.

Third quarter invoices are being developed for submission to the appropriate billing agencies for the CDYCI, Combined Sewer Overflow, Water Quality, EDA, and the UPWP (Transportation) work programs. Receivables due to CDRPC from NYSERDA for August and September will be updated once the new contract is executed. Final quarterly billings have been sent to Schenectady and Saratoga Counties. Schenectady County's payments are in arrears for the year.

Through September 30, revenues are at 67.8% and expenses are at 74.37%. Par is 75%. The additional budgeted CARES Act revenues account for the under par performance on the revenue side.

As noted on the Balance Sheet, on September 30th we had \$242,393.51 cash in the bank not including amounts for the NYSERDA CECP program and the CD. The outstanding receivables total \$245,716.80.

### **Actions Taken**

Judy Breselor made a motion to approve the Financial Statements through September 30, 2020 and Craig Warner seconded it. The motion passed unanimously.

### **4. Budget Amendment**

The following amendments are requested to the 2020 CDRPC budget. Overall, the amendments increase revenue by \$95,000 and increase expenses by \$60,748.

Revenue: Adjustments have been proposed on the following revenue lines:

NYSERDA: This reflect \$95,000 anticipated to be received for reimbursable expenses related to the Clean Energy Communities program between August and December.

Expenses: Adjustments have been proposed on the following expense lines:

Salaries: The salaries line is increased to reflect annual funding for our clean energy outreach coordinators funded through the NYSERDA grant.

FICA, Worker's Comp, Health and Unemployment: These lines are increased to reflect full annual costs for our outreach coordinators.

Board action is requested to approve these budget amendments.

### **Actions Taken**

Mike Stammel a motion to approve the Budget Amendment Statements and Bill Bruce seconded it. The motion passed unanimously.

### **5. 2019 Audit**

Thank you to Tom White, Sean Daley and Heather Lewis on their work on the 2019 CDRPC audit.

Enclosed for your review and approval is the FY-2019 Draft audit documents by the accounting firm Marvin & Company Certified Public Accountants and Consultants. They will provide an overview of the audit's finding.

In 2019, CDRPC consolidated our bookkeeping/ accounting functions from four people to two, and consolidated our Quickbooks for the corporate entities we administer under one enterprise

account which is backed up regularly. In addition, we brought on a new office manager. Within this context of changes, numerous processes were audited and improved however this year's audit did reveal a couple corrections.

The first relates to an \$18,000 adjustment that needed to be made to 2019 revenues. This resulted from that amount being mistakenly booked in 2020 rather than 2019. We have instituted more controls related to incoming checks including creating a check log and will perform a more careful year end review of accruals to ensure revenues are booked appropriately.

In addition to the adjustment above, the audit reveals a number of voided checks for which no copies could be found. Our Financial Officer has worked with our Office Manager to ensure copies are maintained with disbursement records. In addition, our Office Manager and Financial Officer have coordinated to ensure digital records in Quickbooks reflect the full financial record including any voided checks.

Heather Lewis discussed some of the findings of the 2019 audit. She noted the Financial Statements were fairly stated, there were good internal controls, and any deficiencies noted above have been addressed. Regarding the Management Discussion and Analysis aspect of the audit, all assets and liabilities were reviewed and there were no major discrepancies found. As with the Financial Statements, any concerns within this portion of the audit were addressed.

Footnote #12 was discussed. It pertains to the COVID 19 situation and is new to the audit report. It states:

On March 11, 2020, the World Health Organization declared the outbreak of COVID-19, a respiratory disease, to be a pandemic. It is uncertain as to the full magnitude that the pandemic will have on the Commission's financial condition, liquidity, and future operations. The Commission's operations are heavily dependent on muni contributions, state and federal aid. Additionally, access to grants, funding and contracts from federal, state, and local governments may decrease or may not be available depending on appropriations. The outbreak will likely have a continued material adverse impact on the economy and cost of services. The full impact of the COVID-19 outbreak continues to evolve as of the date these financial statements were available to be issued.

The Commission has evaluated subsequent events through October 13, 2020, which is the date these financial statements were issued. All subsequent events requiring recognition or disclosure as of June 30, 2020 have been incorporated into these financial statements.

Heather summarized her presentation with the conclusion that there were no deficiencies in compliances and internal controls by CDRPC.

Sean Daley presented his findings for the 2019 Audit to the Board. He discussed the 260 and 265 letters.

All concerns were discussed with the Commission and recommendations have been made in resolving them.

### **Action Taken**

Barbara Mauro made a motion to approve the 2019 Audit Memo and Scott Bendett seconded it. The motion approved unanimously.

## **6. Appointment of the Nominating Committee**

The Chair of CDPRC annually appoints a nominating committee to identify the slate of Officers. With the adoption of revised bylaws in 2019, the Commission's officer titles and duties were updated to Chair, First Vice-Chair, Second Vice-Chair and a Secretary-Treasurer.

Barbara Mauro volunteered, and Judith Breselor offered her assistance. They will email the Board members to see if they are interested in advancing their positions. They will also email Albany County Commissioner to get a name of someone to join the Board.

### **Actions Taken**

James Shaughnessy made a motion to approve the appointment of the Nominating Committee and Jacqueline Stallone seconded it. The motion passed unanimously.

## **7. Authorize NYSERDA Internship Application**

I am requesting the board authorize our application to the [NYSERDA Clean Energy Internship Program](#). The program will fund 90% of intern wages on a reimbursement basis up to 960 hours at \$17hr.

We will be able to select a qualified intern, but they would have to apply through the NYSERDA portal to "qualify" for the program.

The program requires a 10% match on the wage rate and does not cover fringe. Assuming we hire an intern at \$17/hr for the max hours of 960, total wages would equal \$16,320. Of that, we would receive \$14,688 in grant funds and have to cover \$3,174 inclusive of the 10% wage match and fringe.

Board action is requested to authorize staff to apply for the NYSERDA Clean Energy Internship Program.

### **Actions Taken**

Scott Bendett made a motion to authorize the staff to file an application for a NYSERDA Internship and David Hogenkamp seconded it. The motion was approved unanimously.

## **8. EDA Subaward Committee**

The EDA Subaward Committee held its first meeting last week. They discussed the parameters of the programs, established rules on how to distribute the \$200,000( The \$200,000 will be distributed evenly amongst the 4 Counties) and the pandemic recovery projects they will take on. The Board will also reach out to entities supported within these Counties to discuss specific scopes of their work and the criteria to use the funds.

**9. Staff Activity Report**

A huge thank you to the entire staff for continuing to work between home and the office successfully.

The zoom meetings are going well, and there have been small in person meetings in our Conference Room under all social distancing requirements.

Thank you Todd for securing the NYSERDA \$3,000,000 grant.

Thank you Martin for your work on the spring and summer webinars. There were over 780 registrants. The fall webinar series is underway as well.

Thank you Kate for your work on the EDA Grant and funding.

A Copy of the entire report and the work done by everyone is attached at the end of the minutes.

**10. Other Business**

There was no new / other business to discuss.

**11. Adjournment:**

Judith Breselor made a motion to adjourn at 10:46 a.m. and Mike Stammel seconded it. The motion passed unanimously. The meeting was adjourned at 10:46 a.m.

**Next Commission Meeting Date: December 16, 2020, 10:00 am**

Respectfully submitted,

Amy Weinstock  
Office Manager

Reviewed and approved by

Joe Landry,  
Secretary/ Treasurer