

## **GMVLB Executive Committee Meeting Minutes**

Location: 1 Kennedy Plaza, Urban Renewal Agency Office, Utica, NY  
Date: **Tuesday, September 25th, 2018**  
Time: **2:00PM**  
Conf. Call Info: **NOTE CALL-IN #1-(563) 999-1074 with ID#756734**

Attendance: Karl Gustafson, , Brian Thomas, Joe Marino (Call-in), Tolga Morawski , Jocelyn Mosher, Keeley Hines (Bonadio), Chris Brown (Call-in)

-Call to order @ 2:13:PM

-Adopt the agenda

\*Karl made a motion to adopt the agenda, Brian seconded, and the motion passed unanimously\*

### **Old Business:**

-Bonadio Invoice

-Keeley Hines from Bonadio attended the meeting to answer questions regarding billing and the audit process

-The Executive Committee had questions pertaining to the total of the amount billed

-The land bank paid Bonadio \$6,000 previously in two separate payments

- \$6,500 was the original invoice for the audit

-An additional \$7,000 was charged for additional necessary work

-Karl was pleased with the audit process and the results

-The deficiencies noted in the auditors opinion were previously apparent to the land bank, but the audit helped to identify specific areas of improvement

-There was a lot of work given to the auditors as the land bank is a start-up organization with limited staff

-Since the audit, the land bank has implemented policies and hired more staff to address the issues noted in the audit

-The 2017 audit was used in our PARIS Report

-Joe M. to be more active as the treasurer moving forward

-The land bank would like to have a future relationship with Bonadio, and engage them to perform the 2018 audit

-Questions and concerns about billing

-As this was the first audit, it was more expensive

-Future audits expected to be simpler as Bonadio is more familiar with us, and as the land bank improves its bookkeeping

-Hopeful the bill will not increase

-Karl G. noted that he would have liked more of an indication that the billing amount was increasing

-Keeley noted that she was unable to reach Joe M. and Tolga M. to inform them of bill changes

-Not typical to not inform the client of billing changes

- Tolga noted that he felt at fault for a complicated and costly audit as he had limited staff and was trying to handle most of the work himself
  - Wargo and Gustafson have recently been hired to help with our accounting and bookkeeping
- Increase of bill was due to extensive time spent
  - Auditors had to re-start audit as new information was provided
  - Based initial audit on an incorrect trial balance
  - The grantor allowed funds to be backdated to prior expenses dating back to 10/20/16
    - This was an unusual case
- Keeley quoted \$7,500 for the 2018 audit
  - Noted that the bill for the second year would be listed as “not to exceed \$7,500”
    - Potential for the bill to be even less, but not greater
- Karl inquired if anything could be done to reduce our current bill
  - Keeley noted that the \$7,000 had already been reduced from \$9572
  - Keeley to inquire with her billing department and get back to us
    - Prior to the end of the meeting, Keeley messaged Tolga that she was able to reduce the bill by an additional \$1,000
- MyPortal
  - Online secured cloud for sharing documents with Bonadio
  - User friendly
  - Keeley to sign us up
- \*\*Brian T. made a motion to approve and pay the invoices from Bonadio, Karl G. seconded, and the motion passed unanimously\*\*

#### -2019 Budget

- Joe had based 2017 and 2019 budget on other land banks
  - The other land banks were much larger and had expenses that we don't have
  - Tolga and John worked on project budget
    - Conservative, but over-estimated to prevent going over-budget
  - Need to get back on track with CRI funding schedule
- Admin costs
  - Jocelyn and Tolga looked at actuals and made adjustments for future planning
    - Bob and Tolga's income moved from Contract Expenses to Salary/Payroll
  - CRI allows the lesser of 10% or \$200,000 for administrative expenses
  - Our admin budget exceeds \$200,000
    - Outside funding expected to close the gap
    - Sales revenue
- Budget for financing
  - Expected borrowing has been included in the budget
- \*\*Brian T. made a motion to approve the 2019 budget, Karl G. seconded, and the motion passed unanimously\*\*

-Bob Albrecht's hours

-Approved for 8-12 hours

-Some weeks he has worked over 12, whereas some he worked very few hours

-Spreadsheet provided to show how Bob's hours average over the course of a year

-Bob has already been paid for all weeks that he worked less than 12 hours, but

Tolga wanted approval from the committee prior to approving the invoices for weeks where he worked more than 12 hours

-Spreadsheet showed that Bob averaged 8 hours per week

\*\*Brian T. made a motion to approve and pay the invoices for Bob Albrecht where he worked more than 12 hours per week, Karl G. seconded, and the motion passed unanimously\*\*

-Bob's employment

-Tolga reiterated that Bob's pay was transferred from contractual to salary

-Suggested making Bob a staff member rather than a contractor/consultant

-Looks better to have employed staff rather than contractors

-Wouldn't be effective until 1/1/19

-To discuss at the next board meeting

-Process for hiring

-Policies

-Credit Card policy provided at meeting

-Reviewed and approved by Joe M.

\*\*Brian T. made a motion to approve and implement the credit card policy, Karl G. seconded, and the motion passed unanimously\*\*

-Email policy

-Gives ability for staff to ignore emails/texts after hours unless it is an emergency

\*\*Brian T. made a motion to approve and implement the email policy, Karl G. seconded, and the motion passed unanimously\*\*

-Sexual Harassment Policy

-NYS Required

-NYS template provided at meeting

-Executive Director and Board Chair to be listed within the policy as people to go to with complaints

\*\*Brian T. made a motion to approve and implement the sexual harassment policy, Karl G. seconded, and the motion passed unanimously\*\*

-Online Banking

-Joe to create a read-only account for Jocelyn

-Tolga's Employment

-Tolga provided a document of items to be considered for his employment

-Cell phone allotment discussed

-Not included in Personnel Policy

-Karl mentioned having company cell phones

-Tolga noted the expense

-Joe stated that they would be considered a depreciable asset on our books

- Policy amendment needed
- Tolga to inquire with other land banks to see what they are doing
- Bob's hours to be set as an average of 12, rather than a range of 8-12
- Health insurance
  - Mandated to offer health insurance
  - Tolga is currently covered, but may want health insurance in the future and would like the option to be available
  - Jocelyn and John are interested in health insurance
    - Health insurance not available to part-time employees
- NYS considers 30 hours to be full-time, but leaves it open to the employer
- Jocelyn is considered full-time at 35 hours
- John M. is part-time at 30 hours
- Tolga provided a spreadsheet of his hours since the start of the land bank
  - 605 hours were unpaid/volunteered
  - Tolga not required to submit timesheet
- Tolga's mileage
  - To submit forms generated online
  - Mileage accumulated from last August
  - Will require approval from the committee
- Tolga to submit acceptance of employment offer
  - Tolga is now officially the Executive Director

-Adjourn @ 4:02PM by a motion made by Brian T. and seconded by Karl G.

Respectfully submitted by:  
Jocelyn Mosher