

GMVLB Executive Committee Meeting Minutes

Location: 1 Kennedy Plaza, Urban Renewal Agency Office, Utica, NY
Date: **Tuesday, July 31st, 2018**
Time: **12:30PM**
Conf. Call Info: **NOTE CALL-IN #1-(563) 999-1074 with ID#756734**

Attendance: Karl Gustafson, Meg Kennedy, Brian Thomas, Joe Marino, Jocelyn Mosher, Tolga Morawski

-Call to order @ 12:40PM

Old Business:

-CFA Update

-Went well

-Tolga M. rated it an 80/100

-Tolga M. had help from Matthew VanSlyke, Jocelyn Mosher, and David Dardzinski

-Applied for \$240,000 from EPF

-Costs included:

-\$1080 from Matt VanSlyke

-Approximately \$300-400 for David Dardzinski's rendering

-Can also be used for other things

-Albany and Syracuse land banks don't apply for CFA due to amount of work

-Tolga M. called Jean Egenhofer, who works for SHPO, to follow up

-Good exercise for all of us

-Working with deadlines

-Purchase of Office Space in Little Falls

-Issues with chairs of committees not doing their part

-Communities excited to work with land bank

-FGU reps making it difficult to get things done

-To set system for evaluating chairs annually

-Mechanism to replace people, if needed

-No offer submitted yet

-Chris B. believes a realtor is needed

-Has received push-back from other members of the committee

-Deadline needed

****Executive Committee has decided to move forward with a realtor as discussed at the prior board meeting****

-Burrell Building Office Space

-Punch list

-Joannie Grande and Nathaniel, building manager

-Lead paint on floor of office space

-Needs to be addressed prior to carpet installation

-Lease began May 15th

-Haven't been able to move in as a result of flooring condition and punch list items not being complete

-To stop making lease payments until lead on floors is addressed

- Joe to set-up meeting with Joannie to discuss
- Line-of-Credit Update
 - Adirondack Bank
 - \$50,000
 - Half of what we asked for
 - Joe M. provided the contract at the meeting
 - Karl G. signed
 - Joe to submit
- MVEDD Presentation
 - Went well
 - Friendly audience
 - Simple, fair questions asked
 - Discussed diversifying funding
 - Focused on Herkimer County
- Financial Statements
 - Statement of Activity = Profit and Loss Statement = Income Statement
 - Can be renamed
 - Karl M. requested a budget comparison
 - Budget vs. Actual
 - Joe M. and Jocelyn M. to work on
 - Bookkeeping/Accounting Firm
 - Professional Services
 - 3 bids not required
 - Tolga and Joe M. are empowered to move forward with Gustafson and Wargo
 - Upcoming Funding
 - John M. was on the conference call for the CFA
 - Went over projects
 - CRI III
 - New funding source
 - Enterprise, not LISC
 - Application due 9/7/18
 - Fund remaining from last funding round
 - Every 2 years
 - To get \$565K disbursement for rehabs from last grant award prior to submitting application
 - Paperwork sent
 - Fund to be released
 - Reimbursable demos
 - 1 in Schoharie
 - 1 in Ilion
 - Need to spend funds from prior award
 - Show progress
 - Project pipeline

- Could request special funding, if necessary
 - Albany, Newburg, and Syracuse land banks have done this
- If we don't apply, it looks like we don't need funding

-Hiring:

- Tolga going on vacation next week
 - Paid?
 - Tolga is a contractor
 - Deserves a break
 - Compensation for prior hours
- Tolga's contract needs to be extended
 - To discuss at board meeting
- Tolga worked ~65 hours last week
 - Concerned about number of hours as a part-time contractor
- Discussion over making Executive Director a full-time position vs. a part-time position
 - LISC requirement
 - 1.5 full-time equivalent employees
 - Tolga to follow-up with Helene regarding this requirement
 - Tolga doesn't want to be working ~65 hours every week if the position is considered full-time
 - Having a full-time admin assistant and giving more hours to staff members should allow Tolga to work less ours
 - Could contract for 12 months at part-time and re-evaluate
 - Benefits reserved for full-time employees
 - Full-time is 35 hours/week
 - Requesting \$75,000/year
 - Executive Director position is growing as the organization grows
- Planner position
 - Professional service vs. added position
 - Tolga approved to approve professional service expenses up to \$1,500
 - To be discussed at the board meeting
 - Brian T. believes it is a reactive approach to not have a paid position and to consistently seek outside services
 - Suggested having other options beyond Matt VanSlyke to have "on-call"
 - Request bidders match lowest bid to have multiple contractors available

-2017 Audit

- Tolga felt better about the report after re-reading it a couple times
 - Control issues
 - 3 Bookkeepers have been entering data
 - Different processes
 - Few items were not able to be reconciled
 - \$60k in bills incurred in 4th quarter of 2017
 - Not paid until 1st quarter
 - Due to delays with funding
- Joe M. believes the auditors took advantage of the land bank's inexperience with auditing

- Far more work than necessary
 - Expensive
- Joe M. believes this was a “trophy” for being our first audit
 - Land bank members had identified weaknesses prior to receiving audit results
 - Need controls
 - Need better accounting knowledge/experience
 - GAAP/GASB
- Keeley Hines and Jacob Skeval from Bonadio called in
 - Balance sheet items tested (assets, liabilities, and equity)
 - 4 sources of revenue
 - Operating expenses
 - Consulting
 - Tolga
 - Auditing approach was not described in a single document in the audit report
 - Board agrees with audit findings
 - \$13k of expenses included with LISC grant
 - Expenses not approved
 - Bookkeeping errors
 - Grants not properly accounted for
 - Need management’s response
 - Joe M. to provide draft at the next board meeting
- Set date and time for next meeting (8/27/18)
- Adjourn 2:30PM

Respectfully submitted by:
Jocelyn Mosher