

Ulster County Economic Development Alliance
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MINUTES

Meeting of the Board of Directors

A meeting of the Board of Directors of the Ulster County Economic Development Alliance was held on Tuesday, October 10, 2023 at the Ulster County Executive Conference Room, 244 Fair Street, 6th floor, Kingston, NY 12401

The following Board Members were present in person:

Ward Todd
Herb Litts
Brian Cahill
Rev. Dr. Gregory Simpson

Also, in attendance were:

President/CEO: Amanda LaValle, Deputy County Executive

Ulster County Office of Economic Development Staff:

Kevin Lynch	Director, Economic Development
Samantha Liotta	Business Services Administrator

Other Attendees

March Gallagher	Ulster County Comptroller
Chales Dinstuhl	Ulster County Comptroller's Office
Lindsay Chen	County Attorney's Office

The meeting was called to order at 4:05 P.M.

AGENDA

Motion: Brian Cahill made a motion to approve the agenda as presented, seconded by Rev. Dr. Gregory Simpson

Vote: Motion Passed

PUBLIC COMMENT ON AGENDA ITEMS

Discussion: No one asked for the privilege of the floor.

MINUTES

Motion: Rev. Dr. Gregory Simpson made a motion to approve the minutes for the September 27, 2023 meeting as submitted, seconded by Ward Todd.

Vote: Motion Passed.

This institution is an equal opportunity provider, employer, and lender.

PRESIDENT/CEO REPORT

Project Updates

Discussion: Amanda LaValle let the Board know that Cares 2.1 checks have been issues and picked up. Additionally the County Attorney's office is looking into possible avenues for consideration regarding CARES I recapture in relation to EZ Fast Printing. In Christopher Jaros' absence, Amanda LaValle also presented an update regarding monthly financials and the UCEDA audit—both of which are ongoing. Earlier financials for 2023 that were previously approved by the board will likely need to be redone and reapproved. Herb Litts requested a side by side comparison once the financials were updated. Brian Cahill asked if there is documentation regarding discovery of laps of process. Amanda LaValle confirmed that everything being done is being coded and documented. Herb Litts also requested summaries of Cares I and II and 2.1 programs.

NEW BUSINESS

Appointment to Audit Committee

Discussion: As a result of Sarah Haley's resignation, Brian Cahill nominates Herb Litts to the audit committee. As Acting Chair of UCEDA, Herb Litts made a self-appointment.

OLD BUSINESS

Financial Consultant Scope of Work Approval

Discussion: Ulster County Economic Development Director Kevin Lynch made updates to the scope of work based on experience. Brian Cahill confirmed that Comptroller March Gallagher had reviewed the scope to which she replied yes and asked for clarification on the Board's intention for the consultant to handle day to day bookkeeping and journal entries. Amanda LaValle suggested that the scope of work be revised to include day to day bookkeeping services so a quote can be obtained. Rev. Dr. Gregory Simpson asked if ethical considerations can be reviewed regarding the overlap in staffing between UCEDA and the County. Kevin Lynch confirmed it is included. Rev. Dr. Gregory Simpson requested a clear bullet point be included in the RFP. Herb Litts suggested that the RFP be circulated to the board via email by Samantha Liotta who will compile suggestions for changes and make the changes to the scope.

Next UCEDA Meeting

Discussion: Samantha Liotta proposed a meeting on Wednesday, October 18 at 4pm.

PUBLIC COMMENT

Discussion: No one asked for the privilege of the floor.

ADJOURNMENT

Motion: Herb Litts made a motion to adjourn the meeting, seconded by Brian Cahill.

Vote: Motion passed. Meeting adjourned at 4:51PM