

**Erie County Industrial Development Agency
Meeting of the Membership
March 25, 2020 @ 12:00 p.m.
95 Perry Street
5th Floor ESD Conference Room
Buffalo, New York 14203
Meeting is being Livestreamed**

1.0 Call to Order

- 1.1 Call to Order Meeting of the Membership

2.0 Approval of Minutes:

- 2.1 Approval of Minutes of the February 26, 2020 Meeting of the Membership (Action Item) (Pages 3-6)

3.0 Reports / Action Items / Information Items:

- 3.1 Financial Report (Informational) (Pages 7-10)
 3.2 Finance & Audit Committee Update (Informational) (Pages 11-12)
 a) Committee Self-Evaluation (Informational) (Pages 13-16)
 3.3 Audited Financial Statements (Action Item) (Pages 17-63)
 3.4 2019 – Investment Report (Action Item) (Pages 64-68)
 3.5 Governance Committee Report (Informational) (Pages 69-70)
 a) Committee Self-Evaluation (Informational) (Pages 71-75)
 b) Board Self-Evaluation (Informational)
 3.6 2020 Tax Incentives Induced/Closing Schedule/ Estimated Real Property Tax (Informational) (Pages 76-78)
 3.7 Approval of Board Certification of RLF Plan (Pages)
 3.8 Policy Committee Update (Informational) (Pages)

4.0 Inducement Resolutions:

		ECIDA Incentives	Private Investment	Municipality
4.1	3310 Benzing Road, LLC/Marathon Drains (Pages)	\$92,000	\$725,000	Orchard Park
4.2	637 Linwood, LLC/1275 Delaware, LLC (Pages)	\$380,911	\$12,460,993	Buffalo
4.3	Jemal’s Seneca, LLC (Pages)	\$337,500	\$45,000,000	Buffalo
4.4	Steuben Foods Incorporated (Pages)	\$967,505	\$25,621,494	Elma

5.0 Review and Adoption of Policies, Reports and Committee Charters: (Separate Package)

1. 2019 - Mission Statement, Performance Measures and Results (Action Item) (Pages 2-8)
 2. 2020 - Mission Statement and Performance Measures (Action Item) (Pages 9-16)
 3. 2019 - Public Authorities Report (Action Item) (Pages 17-64)
 4. Code of Ethics & Conflict of Interest Policy (Action Item) (Pages 65-70)

Re-Adopt Policies & Charters

5. Investment & Deposit Policy (Action Item) (Pages 71-78)
 6. Procurement Policy (Action Item) (Pages 79-82)
 7. Whistleblower Policy and Procedures (Action Item) (Pages 83-85)
 8. Defense & Indemnification Policy (Action Item) (Page 86)
 9. Finance & Audit Committee Charter (Action Item) (Pages 87-91)
 10. Governance Committee Charter (Action Item) (Pages 92-95)
 11. Property Disposition Guidelines (Action Item) (Pages 96-102)
 12. Real Property Acquisition Policy (Action Item) (Pages 103-104)
 13. Board Member Compensation, Reimbursement & Attendance Policy (Action Item) (Page 105)
 14. Employee Compensation Program (Action Item) (Pages 106-107)
 15. Travel, Conferences, Meals & Entertainment Policy (Action Item) (Pages 108-114)
 16. Statement of Duties & Responsibilities of the Board of Directors (Action Item) (Pages 115-117)
 17. Statement of the Competencies & Personal Attributes Required of Board Members (Action Item) (Page 118)
 18. Corporate Credit Card Policy (Action Item) (Pages 119-122)

6.0 Management Team Reports:

6.1 2019 Year in Review (Handout)

7.0 Adjournment- Next Meeting April 22, 2020 (Annual Meeting)