



**Buffalo and Erie County Industrial Land Development Corporation
Joint Annual Meeting of Membership & Board of Directors Meeting**

April 25, 2018

@ 8:45 a.m.

95 Perry Street

4th Floor – Vista Room

Buffalo, New York 14203

1.0 Call to Order

2.0 Approval of Minutes

2.1 Approval of the March 21, 2018 Meeting of the Membership (Pages 2-5)

3.0 Reports / Action Items / Information Items:

3.1 Financial Report (Pages 6-9)

3.2 Annual Report of the Directors (Page 10)

3.3 Nominating Committee Update

a) Election of Officers/Committee Appointments (Pages 11-14)

4.0 Adjournment - Next Meeting May 23, 2018 at 8:45 a.m.

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS
OF THE
BUFFALO AND ERIE COUNTY
INDUSTRIAL LAND DEVELOPMENT CORPORATION
(ILDC)**

- DATE AND PLACE:** March 21, 2018, at the Erie County Industrial Development Agency, 95 Perry Street, 4th Floor Conference Room, Buffalo, New York 14203
- PRESENT:** Hon. Byron W. Brown, Richard Lipsitz, Jr., John J. Mudie, Hon. Mark C. Poloncarz, Hon. Peter J. Savage, III and Maria Whyte
- EXCUSED:** Hon. Patrick Burke
- OTHERS PRESENT:** Steve Weathers, Chief Executive Officer; John Cappellino, Executive Vice President; Mollie Profic, Treasurer; Karen M. Fiala, Assistant Treasurer; Dawn Boudreau, Compliance Officer; and Robert G. Murray, Secretary
- GUESTS:** Andrew Federick, Erie County Senior Economic Development Specialist; and Michael Szukala, Chair of the Finance and Audit Committee

There being a quorum present at 8:35 a.m., the meeting of the Board of Directors of the Buffalo and Erie County Industrial Land Development Corporation (the "Corporation") was called to order by its Chair, Mr. Poloncarz. Mr. Poloncarz then welcomed new member, Peter Savage and introduced him to his fellow board members.

MINUTES

Upon motion made by Mr. Lipsitz, and seconded by Ms. Whyte, the February 21, 2018 minutes of the Board of Directors were unanimously approved.

REPORTS / ACTION ITEMS / INFORMATION ITEMS

Financial Report. Ms. Profic presented the February 2018 Financial Report. Ms. Profic noted that the balance sheet indicates that the ILDC finished the month of February with total assets of \$7.1 million and net assets of \$6.7 million. Ms. Profic stated that there have been no significant fluctuations since January or year-end. The monthly income statement shows income of \$41 and expenses of \$529 for a net loss of \$488 in February. The year to date income statement shows total revenues of \$86 and expenses of \$42 for a net loss of \$4,100 so far in 2018. Mr. Poloncarz directed that the report be received and filed.

Finance and Audit Committee Update. Ms. Profic reviewed a memorandum contained in the Board materials summarizing the joint Finance and Audit Committee meeting held on March 12, 2018 wherein Freed Maxick, ILDC's auditors, presented the draft 2017 Financial Statements. Ms. Profic stated that the three main points of their presentation were the presentation of an unmodified

opinion on the financial statements, a statement that there were no uncorrected audit adjustments and that there were no material weaknesses or significant deficiencies noted such that no management letter is to be issued. Ms. Profic stated that the Committee undertook its self-evaluation which concluded that the Finance and Audit Committee under took all of its responsibilities as required under its Charter. Mr. Poloncarz directed that the report be received and filed.

2017 Audited Financial Statements. Ms. Profic reviewed the ILDC's 2017 Audited Financial Statements noting that the auditors issued an unmodified opinion on these statements. Ms. Profic stated that the statements of net positions indicated there were total assets of \$7.2 million as of December 31, 2017, compared to \$233,000 at the end of 2016. The most significant increase was \$6.5 million of land held for sale, which represents the cost incurred to acquire the Bethlehem Steel property. Grants receivable also went from zero in 2016 to \$362,500, representing a grant awarded for the Bethlehem Steel redevelopment plan from the Federal Economic Development Agency. Ms. Profic noted that total liabilities went from \$5,000 in 2016 to \$432,000 in 2017, due to increases in unearned revenue (\$362,500 EDA grant plus \$30,000 National Fuel Grant for utility master plan), amount due to ECIDA (staff time increased significantly due to land acquisition) and accounts payable. Total net position increased by \$6.5 million, representing the increase in assets. The income statement details the increase in net position for the year. Operating revenues of \$484,000 were compared to \$445,000 in 2016. Operating expenses of \$524,000 were mainly transfers to ECIDA for administrative fees related to bond issuances (\$483,684) and ECIDA staff time spent on ILDC projects (\$22,513). Also in 2017, grant income of \$6.5 million for land acquisition was recognized as non-operating revenue. In addition, there was a restatement of net position in 2017 of \$25,608, representing costs that were incurred and expensed in 2016 related to the Bethlehem Steel land acquisition that needed to be capitalized as a component of the overall cost of the property. Ms. Profic reviewed the report to the Board, which documents the auditors required communications, a summary of accounting estimates made within the financials, some recently issued accounting standards, and copies of the representation letters. Ms. Profic commented that these drafts were reviewed in great detail with the Finance and Audit Committee and further stated that she continues to work to file the IRS Form 990 which is due on May 15th. Ms. Whyte moved and Mr. Mudie seconded to approve of the 2017 Audited Financial Statements. Mr. Poloncarz called for the vote and the 2017 Audited Financial Statements were then unanimously approved.

2017 Investment Report. Ms. Profic reviewed the ILDC's 2017 Investment Report noting that the report indicates accounts held by the ILDC and also shows that \$37 of investment income was earned during 2017, and that no fees were paid. Mr. Lipsitz moved and Ms. Whyte seconded to approve of the 2017 Investment Report. Mr. Poloncarz called for the vote and the 2017 Investment Report was unanimously approved.

Governance Committee Report. Ms. Boudreau reviewed the memorandum summarizing the results of the March 21, 2018 Governance Committee meeting. Ms. Whyte commented that during the Governance Committee meeting, the Governance Committee updated the 2018 Performance Measures and Objectives due to the fact the ILDC now owns 150 acres of real property at the Bethlehem Steel site. Mr. Poloncarz directed that the report be received and filed.

Approval of Resolution to Sign Contract with Professional Consultants for Bethlehem Steel Site Master Plan & GEIS. Mr. Cappellino provided members with an update on infrastructure and utility master planning and generic environmental impact statement preparation related to the 150 acre Bethlehem Steel site. Mr. Cappellino reviewed the several facets associated with the project, noting that multiple service providers will need to provide various professional services to the ILDC to complete the aforementioned plans and reports. Mr. Cappellino also noted that the

ILDC is preparing to select AECOM as its consultant to provide master planning and to prepare the generic environmental impact statement, and further commented that AECOM was the lowest cost and highest rated bidder responding to the ILDC's recently completed request for proposals for such services. Ms. Whyte moved and Mr. Lipsitz seconded to authorize the ILDC to enter into contracts with professional consultants to undertake the master plan and generic environmental impact statement process. Mr. Poloncarz called for the vote and the following resolution was unanimously approved:

RESOLUTION OF THE BUFFALO AND ERIE COUNTY INDUSTRIAL LAND DEVELOPMENT CORPORATION AUTHORIZING THE ILDC TO ENTER INTO CONTRACTS WITH PROFESSIONAL CONSULTANTS TO UNDERTAKE THE INFRASTRUCTURE/UTILITY MASTER PLAN AND GENERIC ENVIRONMENTAL IMPACT STATEMENT ANALYSIS AND PROCESS FOR THE FORMER BETHLEHEM STEEL REAL PROPERTY

At this point in time, Mr. Brown joined the meeting.

REVIEW AND ADOPTION OF POLICIES, REPORTS AND COMMITTEE CHARTERS

The 2017 Mission Statement, Performance Measures and Results. Ms. Profic reviewed the ILDC 2017 Mission Statement and Performance Measures. Ms. Whyte moved and Mr. Lipsitz seconded to approve of same. Mr. Poloncarz called for the vote and 2017 Mission Statement and Performance Measures were unanimously approved.

The 2018 Mission Statement, Performance Measures and Results. Ms. Profic reviewed the 2018 Mission Statement and Performance Measures noting that metrics were updated to reflect the rolling average of the last three years and in particular, noted that Objective E regarding redevelopment of land was added as a result of discussions at the Governance Committee recognizing that the ILDC now owns 150 acres of real property at the Bethlehem Steel site. Ms. Whyte moved and Mr. Mudie seconded to approve of the 2018 Mission Statement and Performance Measures. Mr. Poloncarz called for the vote and 2018 Mission Statement and Performance Measures were unanimously approved.

2017 Public Authorities Report. Ms. Boudreau reviewed the 2017 Public Authorities Report. Mr. Brown moved and Mr. Lipsitz seconded to approve of the 2017 Public Authorities Report. Mr. Poloncarz called for the vote and 2017 Public Authorities Report was then unanimously approved.

Procurement Policy. Ms. Profic reviewed proposed amendments to the Procurement Policy noting that changes were made relating to the expenditure of federal funds and further commented that while the ILDC did not expend any federal funds in 2017, auditors brought it to the attention of the ILDC that including this language would be a good idea in the event the ILDC is subject to a single audit in the future. Mr. Brown noted that the Procurement Policy contains no goals with respect to MWBE procurement and asked if goals should be added to the Policy. Mr. Cappellino noted that the Policy does not contain percentages per se but noted that RFPs for vendors typically contain state and federal MWBE requirements as same may be related to the source of funds. Mr. Brown then asked for a motion to approve of the Procurement Policy, as amended, subject to additional consideration of MWBE selection criteria. Ms. Whyte seconded the motion. Mr. Poloncarz called for the vote and the Procurement Policy, as amended, was unanimously approved.

Professional Services RFP Process. Mr. Weathers reviewed the amendments to the Professional Services RFP Process noting the only significant change being to the length of term for engagement for the various professions to be so engaged, noting that such terms are consistent with County procurement policies. Mr. Lipsitz moved and Ms. Whyte seconded to approve of the Professional Services RFP Process as amended. Mr. Poloncarz called for the vote and the Professional Services RFP Process, as amended, was unanimously approved.

Investment and Deposit Policy. Ms. Profic reviewed an amended version of the Investment and Deposit Policy noting that changes have been made to methods deemed acceptable for collateralization of deposits. Mr. Lipsitz moved and Ms. Whyte seconded to approve of the Investment and Deposit Policy as amended. Mr. Poloncarz called for the vote and the Investment and Deposit Policy, as amended, was unanimously approved.

RE-ADOPTION OF POLICIES AND CHARTERS

Ms. Boudreau noted that Items 7-19 on the agenda were reviewed by counsel, that no Authority Budget Office recommended changes had been made, and as such, the staff recommends that the policies and charters being identified as items numbered 7-19 be approved without any changes. Mr. Lipsitz moved and Ms. Whyte seconded to approve of the various polices and charters. Mr. Poloncarz called for the vote and the following policies and charters were then unanimously approved:

- Code of Ethics
- Whistleblower Policy and Procedures
- Defense & Indemnification Policy
- Finance & Audit Committee Charter
- Governance Committee Charter
- Property Disposition Guidelines
- Property Acquisition Policy
- Board Member Compensation, Reimbursement & Attendance Policy
- Employee Compensation Program
- Travel, Conferences, Meals & Entertainment Policy
- Statement of Duties & Responsibilities of the Board of Directors
- Statement of the Competencies & Personal Attributes Required by Board Members
- Corporate Credit Card Policy

Ms. Whyte then asked for a motion for the Board of Directors to enter into Executive Session to discuss the proposed sale of real property, disclosure of which would substantially affect the value thereof. Ms. Whyte then moved and Mr. Mudie seconded to enter into Executive Session. The motion was then unanimously approved. At 9:04 a.m., the ILDC entered into Executive Session. Upon motion made by Ms. Whyte and seconded by Mr. Lipsitz, and unanimously approved, the ILDC terminated Executive Session at 9:09 a.m.

There being no further business to discuss, Mr. Poloncarz adjourned the meeting at 9:09 a.m.

Dated: March 21, 2018

Robert G. Murray, Secretary

Industrial Land Development Corp.
Financial Statements
As of March 31, 2018

INDUSTRIAL LAND DEVELOPMENT CORPORATION ("ILDC")

Balance Sheet

March 31, 2018

	March 2018	February 2018	December 2017
ASSETS:			
Restricted Cash *	\$ 201,481	\$ 229,088	\$ 245,815
Grants Receivable	362,500	362,500	362,500
Loans Receivable, net	24,377	24,938	26,058
Loan Interest Receivable	45	45	45
Total Loan Assets	<u>24,422</u>	<u>24,983</u>	<u>26,103</u>
Fixed Assets	6,530,672	6,530,672	6,530,672
Total Assets	<u>\$ 7,119,074</u>	<u>\$ 7,147,242</u>	<u>\$ 7,165,090</u>
LIABILITIES & NET ASSETS:			
Accounts Payable	\$ 3,000	\$ 3,000	\$ 17,048
Due to/(from) ECIDA	501	22,943	22,609
Other Liabilities	392,539	392,535	392,527
Total Liabilities	<u>396,040</u>	<u>418,478</u>	<u>432,184</u>
Restricted Fund Balance	<u>6,723,034</u>	<u>6,728,765</u>	<u>6,732,906</u>
Total Liabilities & Net Assets	<u>\$ 7,119,074</u>	<u>\$ 7,147,242</u>	<u>\$ 7,165,090</u>

	March 2018	February 2018	December 2017
* Loan Portfolio Summary:			
# of Loans	<u>1</u>	<u>1</u>	<u>1</u>

* Cash is invested in interest bearing accounts at M&T Bank.
The maximum FDIC insured amount is \$250,000 with the remainder collateralized with government obligations by the financial institution.

INDUSTRIAL LAND DEVELOPMENT CORPORATION ("ILDC")
Income Statement
 Month of March 2018

	Actual vs. Budget		
	Actual	Budget	Variance
REVENUES:			
Interest Income - Loans	\$ 42	\$ 42	\$ (0)
Interest Income - Cash & Inv.	1	-	1
Total Revenues	<u>42</u>	<u>42</u>	<u>1</u>
EXPENSES:			
Management Fee - ECIDA	\$ 167	\$ 2,417	(2,250)
Professional Services	5,562	192	5,370
Other Expenses	44	229	(185)
Total Expenses	<u>5,773</u>	<u>2,838</u>	<u>2,936</u>
NET INCOME/(LOSS):	<u>\$ (5,731)</u>	<u>\$ (2,796)</u>	<u>\$ (2,935)</u>

INDUSTRIAL LAND DEVELOPMENT CORPORATION ("ILDC")

Income Statement

Year to Date: March 31, 2018

	Actual vs. Budget			Actual vs. Prior Year		
	Actual	Budget	Variance	Actual	Prior Year	Variance
REVENUES:						
Interest Income - Loans	\$ 126	\$ 125	\$ 1	\$ 126	\$ 59	\$ 67
Interest Income - Cash & Inv.	2	-	2	2	-	2
Other Income	-	-	-	-	879	(879)
Total Revenues	128	125	3	128	938	(810)
EXPENSES:						
Management Fee - ECIDA	\$ 501	\$ 7,250	(6,749)	\$ 501	\$ 83	\$ 418
Professional Services	8,562	575	7,987	8,562	3,925	4,637
Other Expenses	937	688	249	937	619	318
Total Expenses	10,000	8,513	1,488	10,000	4,628	5,372
NET INCOME/(LOSS):	\$ (9,872)	\$ (8,388)	\$ (1,484)	\$ (9,872)	\$ (3,690)	\$ (6,182)



MEMORANDUM

TO: Buffalo & Erie County Industrial Land Development Corporation Members
FROM: Mollie Profic, CFO
SUBJECT: Annual Report of Directors
DATE: April 25, 2018

Under Section 519 of the New York State Not-for-profit Corporation Law, ILDC is required to present an annual report at its annual member meeting. The annual report is to include 1) information on the assets and liabilities of ILDC as of the end of the prior fiscal year, 2) the principal changes in assets and liabilities during the prior fiscal year, 3) the revenue or receipts of ILDC during the prior fiscal year, 4) the expenses or disbursements of ILDC during the prior fiscal year and 5) The number of members of ILDC as of the date of the report, together with a statement of increase or decrease in the number of members during the prior fiscal year and a statement of the place where the names and places of residence of the current members may be found.

The audited financial statements were previously approved by ILDC's Board of Directors at their March 21, 2018 meeting and were presented to the ILDC members in order to satisfy the first four requirements noted above. A copy of the audited financial statements can be located at <http://www.ecidany.com/about-us-corporate-reports>.

In satisfaction of the final requirement of the NYS Not-for-profit Corporation Law, ILDC has 1 membership position at April 25, 2018 which is the same as reported at the prior year's annual meeting. The name of the member of ILDC may be found at: <http://www.ecidany.com/about-us-board-of-directors> while the places of residence of current board members may be found at the ILDC offices at 95 Perry Street, Suite 403, Buffalo, New York 14203.

2018-2019 ECIDA/RDC/ILDC Board Committees & Officers

Executive Committee ECIDA/RDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
7 Board members, President & CEO, as specified in By-Laws	Chair - McDuffie* (Chair)	Chair -* McDuffie (Chair)
	Vice Chair -* Lipsitz	Vice Chair - *Lipsitz
	County Executive - *Poloncarz	County Executive *Poloncarz
	Mayor Buffalo -* Brown	Mayor Buffalo - *Brown
	Emminger* (Chair, RDC Loan Committee)	Emminger* (Chair, RDC Loan Committee)
	Glenn Nellis* (Representing the Finance & Audit Committee)	Glenn Nellis* (Representing the Finance & Audit Committee)
	Pridgen* (Chair, Loan Write-Off)	Pridgen* (Chair, Loan Write-Off)
	President & CEO - Steve Weathers [non-voting]	President & CEO - Steve Weathers [non-voting]

Policy Committee ECIDA/RDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
At least 3 Board members specified in By-Laws 12- Meetings a year	Lipsitz* (Chair)	Lipsitz* (Chair)
	Baskin	Baskin
	Blue*	Blue*
	Brown	Brown
	Coleman	Coleman
	DiPirro	DiPirro
	Krebs	Krebs
	McDuffie*	McDuffie*
	Mudie	Mudie
	Nellis	Nellis
	Smith (BNP)	Smith (BNP)
	State	State
	Vukelic	Vukelic
	Whyte	Whyte
	(Vacant)	Cummings

Governance Committee ECIDA/RDC/ILDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
At least 3 Board members specified in By-Laws. Not less than 3 independent members per PAL. 1-2 Meetings a Year	McDuffie*(Chair)	McDuffie* (Chair)
	Benczkowski*	Benczkowski*
	Johnson-Hux*	Johnson-Hux*
	State	State
	Whyte	Whyte
	Kulpa	

*=Board members who fill seats required by By-laws
Nominating Committee Approved Date – March 28, 2018
Board Approved Date – April 25, 2018

2018-2019 ECIDA/RDC/ILDC Board Committees & Officers

Finance & Audit Committee ECIDA/RDC/ILDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
At least 3 Board members specified in By-Laws. Not less than 3 independent members per PAL. 3-4 Meetings a Year	Szukala, Michael (Chair)	Szukala, Michael (Chair)
	Beckwith, Penny	Beckwith, Penny
	Doherty*	Doherty*
	Emminger*	Emminger*
	Nellis*	Nellis*
	Roche	Roche
	Witzleben, William (M&T)	Witzleben, William (M&T)

Loan Committee ECIDA/RDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
By-Laws specify no more than 5 members of the Policy Committee plus 2 City members and 1 County member 6-12 Meetings a Year	Emminger (Chair)	Emminger (Chair)
	Roche	Roche
	[City 1] Tom Grys (Wells Fargo Bank)	[City 1] Tom Grys (Wells Fargo Bank)
	[City 2] Rebecca Gandour	[City 2] Rebecca Gandour
	[County 1] David McKinley (Community Bank N.A.)	[County 1] David McKinley (Community Bank N.A.)
	[Other] Nancy LaTulip	[Other] Nancy LaTulip
	[Other] Michael Taylor (NYBDC)	[Other] Michael Taylor (NYBDC)
	Mudie	

Staff Loan Committee RDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
No by-law requirement 12-15 Meetings a Year Per the Loan Administration Plan (LAP), the Board may also establish or appoint other Loan Committee members to approve strategic loans and other designated loan programs	President & CEO - Steve Weathers (Chair)	President & CEO - Steve Weathers (Chair)
	Exec. V.P. -John Cappellino	Exec. V.P. -John Cappellino
	Treasurer – Mollie Profic	Treasurer – Mollie Profic
	Assistant Treasurer – Karen Fiala	Assistant Treasurer – Karen Fiala
	David Stebbins - BUDC	David Stebbins - BUDC

Loan Write-off Committee ECIDA/RDC/ILDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
At least 3 Board members specified in By-Laws 1 Meeting a Year	Pridgen* (Chair)	Pridgen* (Chair)
	Beckwith, Penny	Beckwith, Penny
	Doherty*	Doherty*
	Witzleben, William (M&T)	Witzleben, William (M&T)
	(Vacant)*	Roche*

*=Board members who fill seats required by By-laws
 Nominating Committee Approved Date – March 28, 2018
 Board Approved Date – April 25, 2018

2018-2019 ECIDA/RDC/ILDC Board Committees & Officers

Investment Review Committee ECIDA/RDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
No by-law requirement	Poloncarz, Mark (Chair)	Poloncarz, Mark (Chair)
4-6- Meetings a Year	Alpert, Alan	Alpert, Alan
	Bell, Clifford	Bell, Clifford
	Gallagher-Cohen, Dottie	(Vacant)
	Johnson-Hux, Tyra	(Vacant)
	Lowrey, David	(Vacant)
	McMahon, Diane	McMahon, Diane
	Panzica, Louis	(Vacant)

Nominating Committee ECIDA/RDC/ILDC	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
Number of members not specified in By-Laws	Poloncarz (Chair)	Poloncarz (Chair)
1 Meeting a Year	Rev. Blue	
	Gallagher-Cohen	Gallagher-Cohen
	Lipsitz	Lipsitz
	Roche	Roche
		McDuffie

Compensation Committee ECIDA	<u>Current Committee Members</u>	<u>Proposed Committee Members</u>
No by-law requirement	Poloncarz (Chair)	Poloncarz (Chair)
1-2 Meetings a Year	Doherty	Doherty
	Gallagher-Cohen	Gallagher-Cohen
	Lowrey	Lowrey
	Lipsitz	Lipsitz

*=Board members who fill seats required by By-laws
 Nominating Committee Approved Date – March 28, 2018
 Board Approved Date – April 25, 2018

2018-2019 ECIDA/RDC/ILDC Board Committees & Officers

OFFICERS	Current Officers			Proposed Officers		
	ECIDA	RDC	ILDC	ECIDA	RDC	ILDC
Chair	Brenda McDuffie		Hon. Mark Poloncarz	Brenda McDuffie		Hon. Mark Poloncarz
Vice Chair	Richard Lipsitz			Richard Lipsitz		
President & CEO	Steve Weathers			Steve Weathers		
Executive Vice President	John Cappellino			John Cappellino		
Treasurer	Mollie Profic			Mollie Profic		
Assistant Treasurers	Michael Alexander, Karen Fiala, Jerry Manhard			Michael Alexander, Karen Fiala, Jerry Manhard, Atiqa Abidi		
Secretary	Robert Murray			Robert Murray		
Assistant Secretary	Pietra Zaffram			Pietra Zaffram		

OTHER DESIGNATED POSITIONS	Designated Positions	Proposed Designated Positions
Chief Financial Officer	Mollie Profic	Mollie Profic
Senior Accountant	(Vacant)	Atiqa Abidi
Chief Lending Officer	Jerry Manhard	Jerry Manhard
Contracting Officer (required in Property Disposition Policy)	Mollie Profic	Mollie Profic
Electronic Records Retention Officer	Brian Krygier	Brian Krygier
Ethics Officer (required in Conflict of Interest Policy)	John Cappellino	John Cappellino
FOIL Officer	Karen Fiala	Karen Fiala
Human Resources Officers	Mollie Profic Pat Smith	Mollie Profic Pat Smith
Non-electronic Records Retention Officer	Dawn Boudreau	Carrie Hocieniec

*=Board members who fill seats required by By-laws
 Nominating Committee Approved Date – March 28, 2018
 Board Approved Date – April 25, 2018