

**MINUTES OF THE MEETING
OF THE
MEMBERSHIP OF THE
ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
(ECIDA or AGENCY)**

DATE AND PLACE: March 24, 2021, held via telephone conference. Governor Cuomo's Executive Order 202.1, as amended from time to time, issued in response to the Coronavirus (COVID-19) crisis, suspended Article 7 of the Public Officers Law to the extent necessary to permit any public body to take actions without permitting in public in-person access to such meetings and authorized such meetings to be held remotely by conference call or other similar service, provided the public has the ability to view or listen to such proceedings and that the meeting is recorded and transcribed.

LIVE STREAMED: This meeting is being live-streamed and made accessible on the ECIDA's website at www.ecidany.com.

PRESENT: Denise Abbott, Hon. Diane Benczkowski, Rev. Mark E. Blue, Hon. Joseph Emminger, Dottie Gallagher, Tyra Johnson, Richard Lipsitz, Brenda W. McDuffie, Hon. Glenn R. Nellis, Hon. Darius G. Pridgen, Sister Denise Roche and Kenneth A. Schoetz

EXCUSED: Hon. Bryon W. Brown, James Doherty, Hon. Howard Johnson, Hon. Brian Kulpa, Hon. Mark C. Poloncarz, Paul Vukelic and Renee Wilson

OTHERS PRESENT: John Cappellino, President & CEO; Mollie Profic, Chief Financial Officer; Karen M. Fiala, Vice President/Secretary; Atiq Abidi, Assistant Treasurer; Gerald Manhard, Chief Lending Officer; Jamee Lanthier, Compliance Officer; Beth O'Keefe, Business Development Officer; Grant Lesswing, Business Development Officer; Brian Krygier, Systems Analyst; Carrie Hocienec, Administrative Coordinator; Lori Szewczyk, Director of Grants; Robbie Ann McPherson, Director, Marketing & Communications, Pat Smith, Bookkeeper and Robert G. Murray, Esq., General Counsel/Harris Beach PLLC

GUESTS: Maria Whyte, Deputy County Executive; Andrew Federick, Erie County Senior Economic Development Specialist; Lisa Hicks on behalf of the City of Buffalo; Alex Carducci, on behalf of the City of Buffalo; Seth Piccirillo on behalf of Buffalo Niagara Partnership; Michael Szukala, Chair of the Finance & Audit Committee; Ben Harp on behalf of Polymer Conversions; Dr. Santosh Jha, on behalf of Surmet Ceramics and Carl Montante, III, on behalf of Terzo Development

There being a quorum present at 12:01 p.m., the Meeting of the Board of Directors of the Erie County Industrial Development Agency was called to order by Chair McDuffie.

MINUTES

The minutes of the February 24, 2021 meeting of the members were presented. Mr. Blue moved and Sister Denise seconded to approve of the minutes. Ms. McDuffie called for the vote and the minutes were unanimously approved.

REPORTS/ACTION ITEMS/INFORMATION ITEMS

Financial Report. Ms. Profic noted that the ECIDA finished the month of February with total assets of \$28.7M and net assets were \$21.0M. The monthly income statement shows operating income of \$105,000 for January. Operating revenue of \$361,000 was ahead of budget by \$142,000, due mainly to timing of administrative fees received during the month. Operating expenses of \$204,000 were about \$13,000 under budget. Under Special Project Grants, nearly \$52,000 of PPE grant funds were disbursed to nine grantees in February. After Strategic Investments and depreciation, there was net income of \$144,000 for the month. The year-to-date Income Statement shows revenues of \$432,000, including administrative fee revenue of \$303,000. Expenses of \$403,000 are \$26,000 below budget. Special project grants include 3 mainly distributions of PPE grant funding. After special project grants, strategic initiatives and depreciation, there is currently a net loss of \$129,000 for the year. Ms. McDuffie directed that the report be received and filed.

Finance and Audit Committee Update and Committee Self-Evaluation. Mr. Szukala presented this report including the Freed Maxick draft 2020 financial statements. Ms. Profic noted that the three main points of the presentation were an unmodified (clean) opinion on the financial statements, there were no uncorrected audit adjustments, and there were no material weaknesses or significant deficiencies noted (no management letter comments). The Committee also reviewed and recommend the following for approval: 2020 Public Authorities Report, 2020 Investment Report, Investment & Deposit Policy, Committee Charter, Committee Self-Evaluation, Management's Assessment of the Effectiveness of Internal Controls, and Corporate Credit Card Policy with no suggested changes. Ms. Profic noted that each year the Committee completes a self-evaluation, based on the Committee Charter. In 2020, the Committee fulfilled its duties as documented. Ms. McDuffie directed that the reports be received and filed.

At this point in time, Ms. Johnson joined the meeting.

Audited Financial Statements. Ms. Profic stated that as a special-purpose government engaged in business-type activities, the ECIDA's financial statements are prepared based on Governmental Accounting Standards and include a Management's Discussion and Analysis section, which provides a condensed overview of the statements. The statements of net position (balance sheets), show total assets of \$28.3M at December 31, 2020, a decrease of \$1.8M from 2019. Most of the Agency's assets are current, with cash being the largest portion at \$18.7M. This is consistent with 2019, and Ms. Profic noted of that cash balance, \$7.6M is unrestricted. The largest decrease from year to year was restricted cash under noncurrent assets. The \$1.6M decrease reflects the usage of funds for eligible purposes, with ECIDA acting as the administrator of these funds. The current liabilities increased to \$1M from an increase in unearned revenue, related to

grants awarded but not yet recognized as revenue. Noncurrent liabilities consist solely of funds held on behalf of others. These funds are held in restricted cash accounts. The Agency's net position decreased from \$22.6M in 2019 to \$21.1M in 2020. This is a result of a \$1.5M decrease in net position in 2020. The statements of revenues, expenses and changes in net position (income statements) shows how she arrived at the decrease in net position. Operating revenues increased \$333,000 from 2019, due mostly to \$1.85M of administrative fee revenue. Ms. Profic noted that the Agency is fortunate to have met 95% of its budgeted fee revenue in 2020 despite the pandemic and disruption that occurred in 2020. Operating expenses decreased about \$100,000 to \$2.7M in 2020. Salaries and benefits increased \$22,000 (1%) due to increased health insurance rates and higher levels of leave accruals at year end. General & administrative expenses decreased \$102,000 (-14%) due mainly to a decrease in sponsored events and conference-related costs in 2020. Special project grants netted to \$1.4M of costs in 2020. This is mostly funds granted to ILDC for the purchase of the former Angola Airport property (\$874,000), budgeted strategic initiatives (\$222,000) and PPE grant funds disbursed in 2020 (\$57,000). So while there is a \$1.5M net loss for the year, it is a result of funds spent for specific economic development and assistance purposes. The cash flows statements detail the changes in cash from year to year. The remainder of the financials are the notes, and also supplementary information, which show the statements split into the General and UDAG funds. 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 the management letter noting no significant deficiencies or material weaknesses. Ms. Profic mentioned, an unmodified opinion was issued on the statements. These drafts were reviewed and discussed in detail with the Finance & Audit Committee on March 17, 2021, and the Committee recommended approval to the Board. Mr. Nellis moved and Mr. Lipsitz seconded to approve of the 2020 Audited Financial Statements. Ms. McDuffie called for the vote and the 2020 Audited Financial Statements were unanimously approved.

2020 Investment Report. Ms. Profic noted that this report is required by Public Authorities Law and includes RDC's investment guidelines, the results of our annual audit, and detail of investment income and fees for the year. The majority of cash accounts are restricted for the purposes listed in the report. The amount of \$50,000 of investment income was earned on these accounts during 2020, and no fees were paid. This report was reviewed by the Finance & Audit Committee at their March 17, 2021 meeting and recommended to the Board for approval. Mr. Pridgen moved and Mr. Blue seconded to approve of the 2020 Investment Report. Ms. McDuffie called for the vote and the 2020 Investment Report was unanimously approved.

Governance Committee Update. Ms. McDuffie presented this report. Ms. McDuffie directed that the report be received and filed.

RE-ADOPT POLICIES AND CHARTERS

Ms. Profic noted that Items 7-19 on the agenda were reviewed by counsel, the Board Committees recommended no changes, and as such, the staff recommends that the policies and charters items numbered 7-19 be approved without any changes. Sister Denise moved and Ms. Abbott seconded to approve of the various polices and charter as itemized below. Ms. McDuffie called for the vote and the following policies and charters were then unanimously approved:

- Code of Ethics & Conflict of Interest Policy
- Investment & Deposit Policy
- Whistleblower Policy and Procedures
- Defense & Indemnification Policy
- Finance & Audit Committee Charter
- Governance Committee Charter
- Property Disposition Guidelines
- Real Property Acquisition Policy
- Board Member Compensation, Reimbursement & Attendance Policy
- 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

REVIEW AND ADOPTION OF POLICIES, REPORTS AND COMMITTEE CHARTERS

The 2020 Mission Statement, Performance Measures and Results. Ms. O’Keefe reviewed the 2020 Mission Statement and related results. Mr. Lipsitz moved and Mr. Emminger seconded to approve of the statement and results. Ms. McDuffie called for the vote and the 2020 Mission Statement, Performance Measures and Results was unanimously approved.

The 2021 Mission Statement, Performance Measures and Results. Ms. O’Keefe reviewed the 2021 Mission Statement and related results. Mr. Lipsitz moved and Mr. Emminger seconded to approve of the statement and results. Ms. McDuffie called for the vote and the 2021 Mission Statement, Performance Measures and Results was unanimously approved.

REPORTS/ACTION ITEMS/INFORMATION ITEMS

Governance Committee Self-Evaluation and Board Self-Evaluation. Ms. McDuffie reviewed the Committee’s self-evaluation and the Board’s self-evaluation.

2021 Tax Incentive Induced/Closing Schedule/Estimated Real Property Tax Impact. Ms. Fiala presented this report. Ms. McDuffie directed that the report be received and filed.

Approval of Board Certification of RLF Plan. Ms. Profic reviewed the memo regarding the Board certification of the Revolving Loan Fund plan. This is regarding our original/legacy loan fund, which was originally capitalized in the late 1970s/early 1980s. ECIDA was the original recipient/operator of the RLF, which was then moved to the RDC to administer. As part of our reporting to EDA, ECIDA must certify that the RLF is being operated in accordance with the policies and procedures contained in the Loan Administration Plan. The most recent Administration Plan was approved October 1, 2018. Many of the requirements of the LAP overlap with Federal regulations and are tested as part of the Single Audit performed by Freed Maxick. In addition, Ms. Profic again asked Freed Maxick to perform a set of agreed-upon procedures to be performed in conjunction with the Single Audit. There were no findings or questioned costs from the single audit and two instances of documentation missing from existing borrowers. There were multiple attempts to obtain the documents and lending staff is continuing efforts to collect the documents. Mr. Nellis moved and Ms. Abbott seconded to approve of the Board Certification of

the RLF Plan. Ms. McDuffie then called for the vote and the following resolution was then unanimously approved:

RESOLUTION OF THE ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY (THE "RLF BOARD" OR "AGENCY") IN CONNECTION WITH AN ANNUAL CERTIFICATION TO BE MADE UNDER THE STANDARD TERMS AND CONDITIONS AND ADMINISTRATIVE MANUAL REQUIREMENTS OF THE ECONOMIC DEVELOPMENT ADMINISTRATION (THE "EDA")

Approval of COVID-19 Disaster Emergency Grant Application. Ms. McDuffie confirmed no conflicts of interest or potential conflict of interests exist with respect to any members of the Agency. Ms. O'Keefe reviewed the eleven (11) various grant applications presented to the members.

Mr. Emminger moved and Ms. Benczkowski seconded to approve the eleven (11) grant applications. Ms. McDuffie called for the vote and the following eleven (11) grant applications were unanimously approved for COVID-19 Disaster Emergency Grants.

1. Buffalo Society of Natural Sciences
2. DawJ, LLC dba The Oakk Room
3. Flax's Barber Shop
4. Flax's Gold Buyer
5. Heidi I. Jones Attorney & Consultant
6. Kiddy Skateland, LLC
7. Limousine Acquisition Company, LLC dba Buffalo Limousine
8. Prime Care Transportation Inc.
9. Print2Web
10. Tappo of Buffalo, LLC
11. Tappo Pizza, LLC

UDAG Forgivable Loan for Welded Tube. Mr. Cappellino reviewed the amendment to the grant/loan agreement on behalf of the loan panel. Mr. Nellis moved and Sister Denise seconded to approve of the loan amendment for Welded Tube. Ms. McDuffie then called for the vote and the following loan amendment for Welded Tube was unanimously approved:

RESOLUTION AUTHORIZING THE AMENDMENT TO THE FORGIVABLE LOAN AND LOAN AGREEMENT RELATIVE TO THE WELDED TUBE USA, INC., PROJECT IN LACKAWANNA, NEW YORK, FOR CERTAIN INFRASTRUCTURE IMPROVEMENTS RELATED THERETO

Policy Committee Update. Mr. Lipsitz noted the Policy Committee's prior review and approval of the two projects being considered by the members at today's meeting. Ms. McDuffie directed that the report be received and filed.

INDUCEMENT RESOLUTION

Surmet Ceramics Corp., 743 Hertel Avenue, Buffalo, New York. Ms. Fiala reviewed this proposed sales tax exemption benefit project which consists of the construction of an

approximately 3,400 sq. ft. expansion to the company's existing 130,000 sq. ft. leased facility which will be used for CIP (cold isostatic press) building and associated foundation (pit) and utilities extension.

As a condition precedent of receiving Financial Assistance, and as a material term or condition as approved by the Agency in connection with the Project, the Company covenants and agrees and understands that it must, subject to potential modification, termination and/or recapture of Financial Assistance for failure to meet and maintain the commitments and thresholds as described below, submit, on an annual basis or as otherwise indicated below through the conclusion of the later of two (2) years following either (x) the construction completion date, or (y) the termination of the Agent Agreement, a certification, as so required by the Agency, confirming:

- (i) Investment Commitment- the total investment actually made with respect to the Project at the time of Project completion equals or exceeds \$9,775,000 (which represents the product of 85% multiplied by \$11,500,000, being the total project cost as stated in the Company's application for Financial Assistance).
- (ii) Employment Commitment – that there are at least thirteen (13) existing full time equivalent (“FTE”) employees located at, or to be located at, the Facility as stated in the Company's application for Financial Assistance (the “Baseline FTE”); and
 - the number of current FTE employees in the then current year at the Facility; and
 - that within two (2) years of Project completion, the Company has maintained and created FTE employment at the Facility equal to twenty-eight (28) FTE employees [representing the sum of (x) thirteen (13) Baseline FTE and (y) fifteen (15) FTE employees, being the product of 85% multiplied by eighteen (18) (being the eighteen (18) new FTE employee positions proposed to be created by the Company as stated in its Application)]. In an effort to confirm and verify the Company's employment numbers, the Agency requires that, at a minimum, the Company provide employment data to the Agency on a quarterly basis, said information to be provided on the Agency's “Quarterly Employment Survey” form to be made available to the Company by the Agency.
- (iii) Local Labor Commitment - that the Company adheres to and complies with the Agency's Local Labor Workforce Certification Policy on a quarterly basis during the construction period.
- (iv) Equal Pay Commitment – that the Company adheres to and complies with the Agency's Pay Equity Policy.
- (v) Unpaid Real Property Tax Policy Commitment – that the Company is compliant with the Agency's Unpaid Real Property Tax Policy.

Mr. Lipsitz moved and Ms. Abbott seconded to approve the Project. Ms. McDuffie then called for the vote and the following resolution was unanimously approved:

RESOLUTION OF THE ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY: (i) ACCEPTING THE APPLICATION OF SURMET CERAMICS CORPORATION, AND/OR INDIVIDUAL(S) OR AFFILIATE(S), SUBSIDIARY(IES), OR ENTITY(IES) FORMED OR TO BE FORMED ON ITS BEHALF (INDIVIDUALLY, AND/OR COLLECTIVELY, THE “COMPANY”) IN CONNECTION WITH A CERTAIN PROJECT DESCRIBED BELOW; (ii) RATIFYING THE SCHEDULING, NOTICING, AND CONDUCTING OF A PUBLIC HEARING IN CONNECTION WITH THE PROJECT; (iii) APPOINTING THE COMPANY, OR ITS DESIGNEE, AS ITS AGENT TO UNDERTAKE THE PROJECT; (iv) AUTHORIZING THE UNDERTAKING OF THE PROJECT TO PROVIDE FINANCIAL ASSISTANCE TO THE COMPANY IN THE FORM OF A SALES TAX EXEMPTION BENEFIT FOR PURCHASES AND RENTALS RELATED TO THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE PROJECT; AND (v) AUTHORIZING THE NEGOTIATION AND EXECUTION OF AN AGENT AND FINANCIAL ASSISTANCE PROJECT AGREEMENT, AND RELATED DOCUMENTS

At this point in time, Ms. Gallagher left the meeting.

Terzo Development LLC/Bush Lofts, 44-17th Street, Buffalo, New York. Ms. Fiala reviewed this proposed sales tax exemption, mortgage recording tax exemption, and real property tax abatement benefit project which consists of the renovation and re-use of a 15,000 sq. ft. structure into 13 apartments. Three of the units will be offered at 80% of the adjusted median income (“AMI”) throughout the 7-year PILOT term.

As a condition precedent of receiving Financial Assistance, and as a material term or condition as approved by the Agency in connection with the Project, the Company covenants and agrees and understands that it must, subject to potential modification, termination and/or recapture of Financial Assistance for failure to meet and maintain the commitments and thresholds as described below, submit, on an annual basis or as otherwise indicated below through the termination of the PILOT Agreement, a certification, as so required by the Agency, confirming:

- (i) Investment Commitment- the total investment actually made with respect to the Project at the time of Project completion equals or exceeds \$2,592,000 (which represents the product of 85% multiplied by \$3,050,000, being the total project cost as stated in the Company’s application for Financial Assistance).
- (ii) Employment Commitment – that there are at least one (1) existing part-time equivalent (“PTE”) employees located at, or to be located at, the Facility as stated in the Company’s application for Financial Assistance (the “Baseline FTE”); and
 - the number of current PTE employees in the then current year at the Facility; and
 - that within two (2) years of Project completion, the Company has maintained and created PTE employment at the Facility equal to one (1) PTE employee. In

an effort to confirm and verify the Company's employment numbers, the Agency requires that, at a minimum, the Company provide employment data to the Agency on a quarterly basis, said information to be provided on the Agency's "Quarterly Employment Survey" form to be made available to the Company by the Agency.

- (iii) Local Labor Commitment - that the Company adheres to and complies with the Agency's Local Labor Workforce Certification Policy on a quarterly basis during the construction period.
- (iv) Equal Pay Commitment – that the Company adheres to and complies with the Agency's Pay Equity Policy.
- (v) Unpaid Real Property Tax Policy Commitment – that the Company is compliant with the Agency's Unpaid Real Property Tax Policy.

Mr. Blue moved and Mr. Pridgen seconded to approve the Project. Ms. McDuffie then called for the vote and the following resolution was unanimously approved:

RESOLUTION OF THE ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY: (i) ACCEPTING THE APPLICATION OF TERZO DEVELOPMENT, LLC, AND/OR INDIVIDUAL(S) OR AFFILIATE(S), SUBSIDIARY(IES), OR ENTITY(IES) FORMED OR TO BE FORMED ON ITS BEHALF (INDIVIDUALLY, AND/OR COLLECTIVELY, THE "COMPANY") IN CONNECTION WITH A CERTAIN PROJECT DESCRIBED BELOW; (ii) RATIFYING THE SCHEDULING, NOTICING, AND CONDUCTING OF A PUBLIC HEARING IN CONNECTION WITH THE PROJECT; (iii) MAKING A DETERMINATION PURSUANT TO THE STATE ENVIRONMENTAL QUALITY REVIEW ACT; (iv) APPOINTING THE COMPANY, OR ITS DESIGNEE, AS ITS AGENT TO UNDERTAKE THE PROJECT; (v) AUTHORIZING THE UNDERTAKING OF THE PROJECT TO PROVIDE FINANCIAL ASSISTANCE TO THE COMPANY IN THE FORM OF (A) A SALES TAX EXEMPTION BENEFIT FOR PURCHASES AND RENTALS RELATED TO THE ACQUISITION, CONSTRUCTION AND EQUIPPING OF THE PROJECT, (B) A MORTGAGE RECORDING TAX EXEMPTION BENEFIT FOR FINANCING RELATED TO THE PROJECT, AND (C) A PARTIAL ABATEMENT FROM REAL PROPERTY TAXES BENEFIT THROUGH THE PILOT AGREEMENT; AND (vi) AUTHORIZING THE NEGOTIATION AND EXECUTION OF A LEASE AGREEMENT, LEASEBACK AGREEMENT, A PAYMENT-IN-LIEU-OF-TAX AGREEMENT, AN AGENT AND FINANCIAL ASSISTANCE PROJECT AGREEMENT, AND RELATED DOCUMENTS

SPECIAL RESOLUTION

Polymer Conversions Inc., 5732 Big Tree Road, Orchard Park, New York

Ms. Fiala reviewed the proposed assignment and assumption of Polymer Conversions Inc./Jack Bertsch/Birch Run, Inc. Agency Lease and PILOT to Medbio, LLC which would preserve the remaining PILOT benefit through 2023. Ms. Fiala also advised that Medbio would agree to abide by the recapture terms of the Agency.

Mr. Nellis moved and Sister Denise seconded to approve of the Assignment. Ms. McDuffie then called for the vote and the following resolution was unanimously approved:

RESOLUTION OF THE ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY APPROVING THE ASSIGNMENT OF AND ASSUMPTION BY JACK E. BERTSCH TO BIRCH RUN INC., OF THE EXISTING LEASE, LEASEBACK, AND PILOT AGREEMENT TOGETHER WITH ALL ASSOCIATED DOCUMENTS RELATING TO THE FACILITY LOCATED AT 5732 BIG TREE ROAD, ORCHARD PARK, NEW YORK

REVIEW AND ADOPTION OF POLICIES, REPORTS AND COMMITTEE CHARTERS

2020 Public Authorities Report. Ms. Profic stated that as a Public Authority of the State of New York, ECIDA and its affiliates are required to comply with the NYS Public Authorities Law and submit a comprehensive annual report including information on several topics. Several of the items are covered by other documents, like the operations and accomplishments and financial statements, which are noted throughout the document. The third item, Mission Statement & Performance Measurements, is updated each year with actual results (and was just reviewed). Many of the items included are standard from year to year and are also approved or re-adopted by the Board annually. Section 13 was updated for 2020 to include the ECIDA's COVID-19 PPE grant program and the EDA CARES Act award to establish a new revolving loan fund. At this time there are a couple of pieces of information left to be updated, which will be done before this report is signed. It then gets posted on our website. This report was reviewed by both the Governance Committee and Finance & Audit Committee at their meetings on March 17, 2021 and has been recommended to the Board for approval. Mr. Lipsitz moved and Ms. Benczkowski seconded to approve the report as proposed. Ms. McDuffie called for the vote and the 2020 Public Authorities Report was then unanimously approved.

Procurement Policy. Ms. Profic stated that this policy has some updates, specifically to enhance our procurement practices as they relate to Minority & Women-owned Business Enterprises. Section C discusses goal-setting, which we plan to do on an annual basis as part of our discussion and annual update of the Agency's Performance Measures. The updated policy has been reviewed by Harris Beach and the Governance Committee at their March 17, 2021 meeting and is recommended to the Board for approval.

Sexual Harassment Policy. Ms. Profic stated that while the policy itself has already been in place, it was recommended by legal counsel that the policy be presented to the Board and approved as an official policy of the Agency and its affiliates. This policy has been reviewed and found to be in compliance with applicable Federal and New York State requirements. It was also

reviewed by the Governance Committee at their March 17, 2021 meeting and is recommended to the Board for approval.

Employee Compensation Program. Ms. Profic advised that the Compensation Committee met in October 2020 and reviewed the Agency's overall compensation program. A modification recommended by the Compensation Committee is to further tie employee compensation to the overall profitability and economic stability of the Agency. This change was also reviewed by the Governance Committee at their March 17, 2021 meeting and is recommended to the Board for approval.

Mr. Pridgen moved and Mr. Blue seconded to approve of the aforementioned policies, as amended and/or as proposed. Ms. McDuffie called for the vote and the Procurement Policy, Sexual Harassment Policy and Employee Compensation Program, as amended, were then unanimously approved.

MANAGEMENT TEAM REPORT

Mr. Cappellino provided members with the year-end review.

There being no further business to discuss, Ms. McDuffie adjourned the meeting of the Agency at 1:09 p.m.

Dated: March 24, 2021



Karen M. Fiala, Secretary