

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Audit Committee Meeting**  
**October 3, 2023**

An Audit Committee meeting of the Onondaga Civic Development Corporation was held on Thursday, October 3, 2023 at 335 Montgomery Street, Floor 2M, Syracuse, New York, 13202.

Michael LaFlair called the meeting to order at 8:34 am with the following:

**PRESENT:**

Michael LaFlair  
Alison Miller

**ABSENT:**

Virginia Biesiada O'Neill

**ALSO PRESENT:**

Robert M. Petrovich, President/CEO  
Nancy Lowery, Secretary  
Nate Stevens, Treasurer  
Alexis Rodriguez, Assistant Treasurer  
Karen Doster, Recording Secretary  
Mike Lisson, Grossman St. Amour, PLLC  
Brianah Lane, Grossman St. Amour PLLC

**APPROVAL OF AUDIT COMMITTEE MEETING MINUTES – MARCH 7, 2023**

Upon a motion by Alison Miller, seconded by Michael LaFlair, the OCDC Audit Committee approved the meeting minutes of March 7, 2023. Motion was carried unanimously.

**PRESENTATION OF THE 2023 ONONDAGA CIVIC DEVELOPMENT CORPORATION PRE-AUDIT**

Mike Lisson stated the audit is similar to past years and not a lot of major changes from an audit strategy. He stated they will look at the revenue recognition because it is a high risk area. He stated one of the changes is additional documentation is required but it is on Grossman St. Amour's end. He stated ABO is still aggressive looking at websites for transparency reviews. He stated he has looked at the website and OCDC has done a great job of posting everything. He stated there are not a lot of changes for the 990 for IRS purposes. He stated he will be on the job along with Brianah Lane. He stated they have access to the financial reports so they have looked at things in advance.

## SELF-EVALUATION OF THE COMMITTEE

Upon a motion by Alison Miller, seconded by Michael LaFlair, the OCDC Audit Committee approved a resolution to transmit the summary evaluation without comment to the Governance Committee for review and recommendation to the Board. Motion was carried unanimously.

## REVIEW COMMITTEE CHARTER

Nancy Lowery stated there were no changes or updates to the charter.

Upon a motion by Alison Miller, seconded by Michael LaFlair, the OCDC Audit Committee approved a resolution to transmit the Committee Charter without comment to the Governance Committee for review and recommendation to the Board. Motion was carried unanimously.

## REVIEW COMMITTEE DRAFT ANNUAL REPORT (2023 FISCAL YEAR)

Nancy Lowery stated the annual report is the activities this committee has taken on this past year and will be transferred to the Governance Committee for review. She stated it will appear in the Annual Report.

Upon a motion by Alison Miller, seconded by Michael LaFlair, the OCDC Audit Committee approves a resolution to transmit the Draft 2023 Annual Report to the Governance Committee for review and recommendation to the Board. Motion was carried unanimously.

## ADJOURN

Upon a motion by Alison Miller, seconded by Michael LaFlair, the OCDC Audit Committee adjourned the meeting at 8:37 am. Motion was carried unanimously.



---

Robert M. Petrovich, President/CEO