

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**

**Regular Meeting Minutes**

**September 8, 2016**

The Regular meeting of the Onondaga Civic Development Corporation was held on Thursday, September 8, 2016 at 333 West Washington Street, Syracuse, New York, 13202, in the large conference room on the 1st floor.

Ben Dublin called the meeting to order at 8:29 am with the following:

**PRESENT:**

Ben Dublin  
Ravi Raman  
Matthew Marko  
Alison Miller  
Michael LaFlair

**ABSENT:**

Leonard Manfrates  
Dennis DuVal

**ALSO PRESENT:**

Julie Cerio, President/CEO  
Steve Coker, Secretary  
Karen Doster, Recording Secretary  
Daniel Fitzpatrick, Office of Economic Development  
Chris Andreucci, Harris Beach  
Gwen Webber-McLeod, WISE Women's Business Center  
Desaree Dixie, Jubilee Homes of Syracuse, Inc.  
Carolyn Evans-Dean, Jubilee Homes of Syracuse, Inc.

APPROVAL OF REGULAR MEETING MINUTES – JULY 21, 2016

Upon a motion by Matthew Marko, seconded by Ravi Raman, the OCDC Board approved the regular meeting minutes of July 21, 2016. Motion was carried unanimously.

TREASURER'S REPORT

Nate Stevens gave a brief review of the Treasurer's Report for the month of August 2016.

Upon a motion by Matthew Marko, seconded by Michael LaFlair, the OCIDA Board approved the Treasurer's Report for the month of August 2016. Motion was carried unanimously.

## PAYMENT OF BILLS

Nate Stevens gave a brief review of the Payment of Bills Schedule #60.

Upon a motion by Michael LaFlair, seconded by Matthew Marko, the OCDC Board approved the Payment of Bills scheduled #61 with General Expenses being \$56,064.43 and Marketing being \$866.38. Motion was carried unanimously.

## CONFLICT OF INTEREST

The Conflict of Interest was circulated and there were no comments.

## WISE WOMEN'S BUSINESS CENTER

Gwen Webber-McLeod, President and CEO of Gwen, Inc. which is a leadership development corporation based in Auburn, circulated information about the WISE event. She stated she is the Co-Chair of the WISE Women's Business Center and honored and thankful to have the opportunity to make a presentation to OCDC in support of \$10,000 request. She stated it will support them in technical assistance to women entrepreneurs. She stated the mission statement is WISE Women's Business Center empowers women's entrepreneurs by providing access to financial, human, social and intellectual capital. She stated it is essential for these women they serve to achieve success. She stated women entrepreneurs are growing in number across the country and CNY. She stated nationally speaking there is a 74% growth of women owned businesses between 1997 and 2015. She stated nationally the number of women owned businesses is 9.4 million, pumping \$1.5 trillion into the economy nationally, generating revenue and employing 7.9 million employees across the country. She stated women's business centers are not unusual entities and there are about 105 of these types of centers across the country. She stated they are partially funded by the Small Business Administration and the money they receive is designed to assist women and starting and growing small businesses. She stated they also provide comprehensive training and business counseling which is a critical resource to helping a women launch her company. She stated the Syracuse business center is located in the Tech Garden and served about 125 clients in the fiscal year 2014-2015, did training for 633

women and their client's gross revenue is in the \$47,000,000 range. She stated they have had an increasing number of women coming to them for services and they have a limited number of counselors to provide technical assistance and support to them. She stated the \$10,000 request is primarily to help increase the number of hours to pay for services for these women. She stated they are in their 10<sup>th</sup> year of existence and in those 10 years they have done about 5,103 total hours of staff. She stated not only are they supporting startup companies but businesses at a more of a mature growth are now coming. She stated they have over 8,000 people trained for a total number of 10,000 hours and the number of clients serviced over this 10 year period is 8,086. She stated critical to that success is to make sure they have launched them into their companies from a successful point of view and the way they do that is one on one counseling and making sure it is feasible. She stated once they find it feasible then they provide up close personal coaching and technical assistance to help them bring their companies to fruition.

Alison Miller asked if it is completely funded by SBA and if there is a charge. Gwen Webber-McLeod stated part of it is funded by the grant and they seek other types of grant opportunities for support. She stated the services are free of charge. She stated they have a relationship with SU which helps bring money into the organization. She stated the overall budget was about \$220,000 last year. She stated they are also involved in fundraising and approach other women businesses or companies that have an interest in the success of women's businesses.

Gwen Webber-McLeod stated they have an entrepreneurial quest called Project Phoenix where they work with Vera House and have worked with 65 women who have been survivors of domestic violence to help them launch their own companies. She stated when the organization started it was based at the Southside Innovation Center and because of this growth they moved into the Tech Garden. She stated the WISE Symposium is an annual event that attracts about 1,000 women to the community. She stated the symposium itself is not a product of the Business Center but produced by SU however the Business Center works very closely with them to get that attendance and to provide speakers both locally and nationally. She stated they hope the Board will look favorably upon this request of \$10,000 to invest the dollars in increasing the total number of hours they have to serve the women coming to them.

Matthew Marko stated Ms. Webber-McLeod as an individual is very impressive but the organization is as well and asked who does the counseling. Gwen Webber McLeod stated they

try to match women with other women who either have entrepreneurial expertise or are directly entrepreneurs. She stated they have 1 or 2 paid counselors on staff with an hourly rate of about \$20.00 per hour. She stated they don't charge their clients a fee. She stated as an advisory board, part of what they do is an in kind match so parts of that in kind match can come from counselors providing counseling at no charge to the center or to the client.

Matthew Marko stated he is going to support this and would encourage Ms. Webber-McLeod to keep the Board informed and potentially seek other ways OCDC can partner because it sounds like the back log of opportunity is certainly there. He stated the interest of this organization is to try and multiply opportunities like this. Gwen Webber McLeod stated they are very proud of what they have done and they have been recognized as the best kept secret.

Ben Dublin stated investments like this are just added and leverages so much more opportunity. He stated look at what they are doing with the budget and the effect they are having and the number of people they are touching.

Upon a motion by Ravi Raman, seconded by Michael LaFlair, the OCDC Board approved a resolution approving funding of \$10,000 to WISE Women's Business Center and authorizing an officer of the Corporation to sign the necessary documents. Motion was carried unanimously.

#### JUBILEE HOMES OF SYRACUSE INC.

Desaree Dixie stated Jubilee Homes of Syracuse Inc. is looking for \$10,000 for their Southwest Economic Business Resource Center which has been in existence for 15 years. She stated the Center and through Carolyn Evans-Dean's great work they have been working with minority and women owned businesses or people looking to start their own businesses by providing technical assistance, business plan assistance as well as budgeting and credit repairing on the business and personal side. She stated there are some people who are very green when they come in and other individuals that just need that "how do I take my business to the next level." She stated they were able to solidify a partnership with CenterState CEO and UpStart and it has been very successful. She stated they will be starting a 12 week course with them at their site.

Carolyn Evans Dean stated they work with a population that is tremendously underserved and many they serve are not quite ready to graduate to a program like the Women's Center so they try to advance their clients to that next level. She stated they do make referrals to other organizations that provide fantastic support service. She stated many of the people they serve are people who may or may not have finished high school or they may be contractors with great skills with hammers and power tools but lack the business skills. She stated they provide classes on how to conduct themselves, how to bid successfully, how to negotiate a price, how to find the best pricing for their raw materials and things of that nature. She stated what sets their program apart from others is they try to offer a safe haven so if someone runs into a problem and they haven't seen them in a while, they know they can always can back and get assistance and support. She stated it is helpful for them to feel that they have developed a relationship because it helps to keep them from getting into trouble or deeper problems. She stated their idea ultimately is that they want to support these businesses and provide them with some measure of security. She stated they want to them to still be in existence 5 years from now or 10 years from now and thinks they have had a good track record with that.

Desarree Dixie stated it is dual sided where they have a build to work program getting ready to start their second year. She stated they received funding through the Department of Labor to provide training for career paths. She stated they deal with a very underemployed area and with people who may not even have a high school diploma so when it comes to employment those things make it hard. She stated they have a NY Youth Works program, which is Governor's program, that was very successful and they ran two successful cycles. She stated they like to see people go through the programs and succeed and the executive director said it has to be a family unit because if kids are struggling and there is no support for the parents and vice versa you are always going to have that break down so they try to create programs that work with the family as a unit. She stated when they lost funding a few years ago they realized how critical it was and saw the drop in people successfully being able to maintain their businesses or seeking support. She stated they are working with OCC and SU to create a database so they can actually monitor and track. She stated they see so many clients and they want to know how to transfer this into successful data to show how many hours they are putting in. She stated it is not a 9-5 for them and they really care about what they do and they extend their hours just to make sure people are successful. She stated entrepreneurs don't have the capability to come during the day to achieve some of the training so they offer some of the workshops at night. She stated the good thing

about the Start Up program is that it is going to be offered one day a week in the evening so it is more comfortable for people to come and succeed. She stated Caroline and herself will be helping with the one on one trainings as well to give that additional support.

Ben Dublin stated Ms. Dixie and Ms Dean hit it right on the head when they said the other program is great but a lot people aren't ready yet for that program and you need to get people to that stage. He stated it is a relative small investment to our part that really has a tremendous effect.

Matthew Marko stated he appreciates the program updates from 2015 to 2016 and it speaks for itself and their accomplishments. He stated maybe it seems like unnecessary paperwork but its always great background for the board members. Caroline Evans-Dean stated for them it is great to compile statistics like that because they tend to be looking at what is in front of them and sometimes they forget just how far they have come and the accomplishments they have had.

Ravi Raman asked who trains the clients on the bidding process. Desaree Dixie stated between herself and the General Contractor, who is the actual construction consultant and worked on the federal and State level as well as the local level. She stated she has helped their organization build over 50 homes in our area so she has a lot certification and training.

Upon a motion by Alison Miller, seconded by Matthew Marko, the OCDC Board approved a resolution approving funding of \$10,000 for Jubilee Homes of Syracuse Inc. and authorizing an officer of the Corporation to sign the necessary documents. Motion was carried unanimously.

#### DISCUSSION/UPDATE: ADDCOM ELECTRONICS HEATING FURNACE ASSESSMENT

Julie Cerio stated at the last meeting some problems were discussed with the Addcom Electronics facility. She stated they have been there for 16 years but they have no heat. She stated Ben Dublin requested an appraisal be done. She stated the appraisal, if OCDC were to do everything that needs to be done, would be \$11,700. She stated Addcom said the current system is completely inadequate and cannot believe it was installed. She stated they would like to buy the building. She state they put an offer in for \$100,00 and it was accepted back before OCDC owned it but then they never followed through because the economy took a nose dive. She stated

the appraisal was \$550,000 which was shocking and she doesn't know if they took into consideration the heating issue. She stated they are still interested in buying the building but want it to be closer to \$100,000. She stated the Board needs to decide what to do. She stated if we do not fix this they can not stay there so they are contemplating moving to another site at Hancock which would leave us with a building we would be marketing with no heat. She stated she doesn't think we will get anywhere near \$550,000 for the building.

Ben Dublin stated as far as the appraisal goes and the appraisal going that high it is difficult for us to vary too far from that. Chris Andreucchi suggested getting another appraisal and he thinks that is pretty high. He stated appraisals can vary.

Alison Miller stated going from \$100,000 to \$500,000 is extreme.

Chris Andreucci stated we can have Addcom bring an appraisal to us and we can consider the two. He stated we are not really disposing of property in accordance with PAAA because it is not OCDC's property and is County owned property. He stated OCDC doesn't have the PAAA obligation so there is leverage but he strongly suggests them bringing in an appraisal.

Julie Cerio stated keep in mind the buildings we are currently managing out there are getting older so we have OnSite doing work out there when anything goes wrong in the buildings. She stated the longer we hold on to older buildings the more expensive it is to maintenance.

Matthew Marko stated the long term interest is to move out of the landlord business. He stated it would obviously be great to sell this property and wrap the HVAC into that transaction. He stated seeing that it isn't going to happen quick enough so he recommends that we do something with respect to the HVAC even though there is a risk associated with investment. He stated 6 months later this could be a transaction that seems inappropriate but there is also a risk that if that transaction doesn't happen, we are put in an uncomfortable situation.

Julie Cerio stated in either event if they decide they don't want to buy it we still need to get heat.

Ben Dublin asked if we got other quotes. Julie Cerio stated they got a quote but their quote was higher than our quote.

Ben Dublin asked if we need to bid it out. Nate Stevens stated he believes so because it is over \$10,000.

Ben Dublin asked if when we do it, we should probably put the whole thing out with the understanding that that we may only do some so let's see what it costs to do the recommended but make the decision down the road.

Julie Cerio stated if we bid it out do we need more board action or can we authorize today. Chris Andreucci stated the Board can delegate the authority to authorize the bid and accept the lowest responsible bidder.

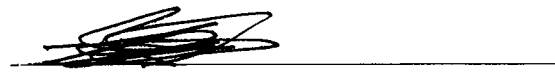
Chris Andreucci suggested the Board resolution is to authorize issuing a bid to perform the HVAC work at the Addcom building and to delegate the authority to the Executive Director/CEO to execute the contract to the lowest responsible bidder.

Ravi Raman stated he would like to add not to exceed \$15,000.

Upon a motion by Ravi Raman, seconded by Matthew Marko, the OCDC Board approved a resolution authorizing issuing a bid to perform HVAC work at Addcom and delegating the authority to the CEO to execute the contract to the lowest responsible bidder not to exceed \$15,000. Motion was carried unanimously.

Julie Cerio stated Danny Fitzpatrick has joined our office and will be helping with this board and the not for profit bonding market.

Upon a motion by Ravi Raman, seconded by Alison Miller, the OCDC Board adjourned the meeting at 9:11 am. Motion was carried unanimously.



Steven Coker, Secretary