

**Steuben County Economic Development Corporation**  
**7234 Route 54N, P.O. Box 393, Bath, NY 14810**  
**Minutes of the Regular Meeting, February 23, 2023**

- I. Call to Order:** The Regular Meeting of the Steuben County Economic Development Corporation was called to order at 12:46pm by Chairman Mark Alger. Chairman Alger confirmed that there was a quorum present.

Present:	Mark Alger	Chair
	Scott VanEtten	Vice Chair
	Tony Russo	Treasurer
	Mike Davidson	Member
	Michelle Caulfield	Member
Absent:	Chris Sharkey	Member
	Dean Strobel	Secretary
Others Present:	Jamie Johnson	Executive Director
	Jill Staats	IDA Staff
	Stacy Housworth	IDA Staff
	Russ Gaenzle	IDA Counsel
	Stephen Maier	IDA Council

**II. Secretary's Report:**

A motion to approve the January 26, 2023 Regular Meeting Minutes of the Steuben County Economic Development Corporation as presented in the board materials was made by Mike Davidson, seconded by Michelle Caulfield. All in favor. Approved.

**III. Policy Review:**

Staff presented the annual policies which were reviewed by Harris Beach and determined that no changes were necessary.

A motion to approve the annual policies (a. – t. as presented in the board materials) of the Steuben County Economic Development Corporation was made by Scott VanEtten, seconded by Michelle Caulfield. All in favor. Approved.

Staff also presented those policies which were determined by Harris Beach to need updates. These changes were discussed by the board and a second motion to approve the annual policies of the Steuben County Economic Development Corporation was made by Scott VanEtten, seconded by Michelle Caulfield. All in favor. Approved.

**IV. Resolution for Record Retention & Disposal Schedule:**

Staff explained to the board that the agency was following the State's record retention policy, but a formal policy had never been approved.

A motion to approve the Resolution for Record Retention & Disposal as presented in the board materials was made by Mike Davidson, seconded by Tony Russo. All in favor.

Approved.

**V. Appointment of Ethics and Procurement Officer:**

A motion to approve Member Chris Sharkey as Ethics Officer and SCIDA Executive Director Jamie Johnson as Procurement Officer was made by Tony Russo, seconded by Scott

VanEtten. All in favor. Approved.

**VI. Adjournment:**

With no further business to discuss, a motion was made by Scott VanEtten to adjourn the meeting at 12:48pm, seconded by Tony Russo. All in favor. Approved.