

**MINUTES OF A JOINT MEETING OF THE  
FINANCE & AUDIT COMMITTEES OF THE  
ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY (ECIDA or AGENCY)  
THE BUFFALO & ERIE COUNTY REGIONAL DEVELOPMENT  
CORPORATION (RDC) AND THE BUFFALO & ERIE COUNTY INDUSTRIAL  
LAND DEVELOPMENT CORPORATION (ILDC)**

- MEETING:** September 14, 2021 at Erie County Industrial Development Agency (the “ECIDA” or “Agency”), 95 Perry Street, 5th Floor ESD Conference Room, Buffalo, New York 14203.
- LIVE STREAMED:** This meeting is being live-streamed and made accessible on the ECIDA’s website at [www.ecidany.com](http://www.ecidany.com).
- PRESENT:** Penny Beckwith, Hon. Brian J. Kulpa, Hon. Glenn R. Nellis, Michael Szukala, and William Witzleben
- ABSENT:** Allison DeHoney and Paul Vukelic
- OTHERS PRESENT:** John Cappellino, President/CEO; Karen M. Fiala, Vice President/Secretary; Beth O’Keefe, Business Development Officer; Mollie Profic, Chief Financial Officer; Atiqah Abidi, Assistant Treasurer; Robbie Ann McPherson, Director, Marketing & Communications; Brian Krygier, Systems Analyst; Carrie Hocienec, Administrative Coordinator; and Robert Murray, Esq., General Counsel/Harris Beach PLLC
- GUESTS:** Hon. Joseph Emminger.

There being a quorum present at 10:07 a.m., the Meeting of the Members of the Joint Finance & Audit Committee of the Erie County Industrial Development Agency, Buffalo and Erie County Regional Development Corporation and the Buffalo and Erie County Industrial Land Development Corporation was called to order by Chair Szukala.

**MINUTES**

The August 18, 2021 minutes of the joint meeting of the Finance and Audit Committee were presented. Upon motion made by Mr. Nellis, and seconded by Ms. Beckwith, and after a vote was called for by Mr. Szukala, the August 18, 2021 minutes of the Finance and Audit Committee were unanimously approved.

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

## **INSURANCE BROKERAGE SERVICES RFQ**

Ms. Profic reviewed the RFP process and procedures for insurance brokerage services for Property & Casualty and Health & Benefits services, and confirmed staff had recommended Lawley for Property & Casualty services and Bene-Care for Health & Benefits services.

Upon motion made by Mr. Nellis and seconded by Mr. Witzleben, a motion was made to recommend the submission of Lawley for Property & Casualty services and Bene-Care for Health & Benefits services for ultimate approval by the Board. Mr. Szukala called for the vote and the motion was unanimously approved.

## **2022 BUDGET REVIEW TIMELINE**

Ms. Profic reviewed the draft 2022 ECIDA Budget timeline.


## **DRAFT 2022 ECIDA OPERATING & CAPITAL BUDGET + 3 YEAR FORECAST; DRAFT 2022 RDC OPERATING BUDGET + 3 YEAR FORECAST AND DRAFT 2022 ILDC OPERATING BUDGET + 3 YEAR FORECAST**

Ms. Profic highlighted certain changes made by staff since the first draft budgets were last submitted to the Committee.

Upon motion made by Mr. Kulpa and seconded by Mr. Witzleben, a motion was made to recommend to the ECIDA, RDC and ILDC Board of Directors the draft budgets for the ECIDA, RDC and ILDC for approval, subject to only additional committee review if a change of greater than \$100,000 is made. Mr. Szukala called for the vote and the motion was unanimously approved.

There being no further business to discuss, Mr. Szukala adjourned the meeting at 10:43 a.m.

Dated: September 14, 2021

  
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Gerald Manhard, Assistant Secretary