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**Lake Champlain – Lake George Regional Planning Board  
Regular Meeting of the Board**

April 13, 2021 1:00 pm

Videoconference (per Executive Order 202.1 and 202.99)

AGENDA

1. Roll Call
2. Approval of January 12, 2021 Annual Meeting transcript (Board Action)
3. Treasurer's Report (Board Action)
  - January, February, March 2021 Abstracts (Board Action)
4. Approval of 2020 Audit (Board Action)
5. EDA De-Federalization of Loan Funds (RLF 1 and 2/3) (Board Action)
6. Amendments to Loan Administrative Committee By-Laws (Board Action)
7. Approval of COVID-19 RLF Plan Amendments (Board Action)
8. Appointment of new Clinton County Loan Administrative Committee Members (Board Action)
9. Loan Committee report
10. Forward, Together Initiative
11. Senior Planner Report
12. Economic Development Coordinator
13. Director's Report
14. Other
15. Executive Session
16. Next Meeting Date – July 13, 2021 at 1:00 pm
17. Adjourn

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TRANSCRIPT

Beth Gilles: Yes, we have a quorum so we can open up the meeting and then we'll do a roll call.

Dave O'Brien: All right. So I'll call the April meeting to order, Lake Champlain-Lake George Regional Planning Board. Please do a roll call.

Glen Cutter: Hello.

Francis Peryea: Had it on mute. Sorry about that.

Wendell Hughes: Here.

Mark Henry:

Kimberly Davis:

Karl Weiss:





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Charles Harrington:  
Joe Giordano:  
Ike Tyler:  
Shaun Gilliland:  
Mike Diskin:  
Jim Dougan:  
Clay Arsenault:  
Steve Tomlinson:  
Christy Wilt: Here.  
Bill Farber:  
Beth Hunt: Here.  
Tracy Eldridge: Here.  
Dennis Dickinson:  
Edna Frasier: Here.  
John Strough: Here.  
Rachel Seeber:  
Mike Swan:  
Kevin Hajos: Here.  
Sue Clary: Here.  
Bob Henke: Here.  
David O'Brien: You want me here or not? Here.  
Sam Hall:  
Al Nolette: At your service.  
Deb Donohue: Here.

Beth Gilles: 1,2,3,4,5,6,7,8,9 voting members, we have a quorum.

Dave O'Brien: First on the agenda is to approve the January 12 annual meeting transcript. I would like a motion to approve those minutes.

Edna Frasier: I make the motion, Frasier.

Dave O'Brien: Motion by Edna. Do I have a second?

Bob Henke: Second.

Dave O'Brien: I think that was John Strough.

John Strough: Yeah, I'll second. But somebody else did too.





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Dave O'Brien: Oh they did? Who was it that seconded?

Beth Gilles: I think it was Mr. Henke.

Dave O'Brien: Mr. Henke. Okay. Any omissions, corrections, deletions? All in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Next item is the Treasurer's Report.

Al Nolette: The good news for the board is it'll be quick and painless. Because I'm happy to report that there's not a lot to report. Most of what I would talk to you about, the executive director is going to talk to you about. So, it makes my job easier. The longer that we go down this road, it seems like the stronger we're getting. And that makes me very, very happy to report considering the conversations we had with you three short years ago. So, I'm extremely happy with the financial aspects of the organization. The RLF funds are strong. Their fund balances are now supporting their capital balances. And they were able to get some money over to operating that probably should have been there, five years ago best guess. The operating fund was over \$300,000 at the end of March, which is nice to see. The EDA COVID grants that we have require us to spend the money and then apply for it. So having the cash flow allows the planning board to pay back Washington County timely. You know, Washington County was willing to support, you know, an extended period if we had to. The good news is, is the agency strong enough that it's making its monthly bills without hesitation. So not only is that good for Washington County, but it reflects positively on the organization.

Dave O'Brien: I'm still waiting for his gloom and doom to show up.

Al Nolette: I got nothing, Dave.

Dave O'Brien: I can't, I don't believe that.

Al Nolette: Most of the, like I said, most of the financial highlights Beth is going to go over with you. But as far as the books go, everything's going as planned, on schedule. And it's really one of those no news is good news kind of reports.

Dave O'Brien: All right. Mark this is up for the for the record books. Al Nolette, no doom and gloom today.

Al Nolette: For those of you that work with me at Washington County don't get used to it.





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Dave O'Brien: For those work at the Lake Champlain – Lake George Regional Planning Board we're astounded. Okay, is that all AI?

AI Nolette: Well, that's all I have the executive director who will have more on the financial side, but that's under her report.

Dave O'Brien: Oh, so you shift all the bad news to her.

AI Nolette: Yeah, maybe.

Dave O'Brien: Okay. So, you were emailed the abstracts for January, February, March. If you've had a chance to review them, I'll need a motion to approve those. The noise is deafening.

Edna Frasier: I'll make that motion.

Dave O'Brien: Motion by Francis. Seconded by Edna. Any questions? Discussion? All in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Approved.

Beth Gilles: Dave, can we do a separate motion to approve the Treasurer's Report, please?

Dave O'Brien: I guess I need a motion to, you're going to go over it.

Beth Gilles: No, AI just gave it.

Dave O'Brien: He said you're going to go into detail.

Bob Henke: So, moved.

Dave O'Brien: Okay. Whoever moved it, that's moved. Mr. Henke moves that. Do I have a second? Seconded by Wendell and Sue. Any discussions, comments? All in favor?

Multiple people: Aye.

AI Nolette: I retain the right to discuss more during Beth's presentation.

Dave O'Brien: No, you just gave up that right a few minutes ago. Carried. I need approval of the 2020 audit that was sent out for review. So, it was just a recap. John Strough.





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John Strough: I'll make that motion to approve the audit.

Dave O'Brien: Motion by John. Do I have a second? Francis seconds, Wendell seconds.  
Questions, discussion? Mr. Nolette?

Al Nolette: I just wanted to ask the board if they had any questions regarding the audit.

Beth Gilles: And they want to note that there were no findings this year.

Dave O'Brien: As Al said, there's certainly been a remarkable turnaround in a year or two years, three years, wherever it's been. Time flies when we're having fun. The first year it really was painful, but we go from there. Okay, all in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Carried. Beth, you're up with the EDA defederalization of loan funds 1, 2, & 3.

Beth Gilles: Okay, first I should have done this previously. I'd like to introduce Josh Kretser. Did I say that right, Josh? Tomorrow night, the Clinton County legislature is going to appoint him to our board in Francis Peryea's place. So, he was kind enough to join us today. So, he could get a feel for what the board's about. So, let's not scare him away before he actually gets appointed tomorrow night.

Dave O'Brien: He might go back and decline after today. Thank you for agreeing to join, Josh. We appreciate it. And we love to have Clinton County active in this. I think it's important. I think there's a lot of grants and stuff we've done and continue to do for erosion and economic development, everything else and especially our loan fund is available to people. So welcome aboard Josh.

Beth Gilles: Okay, defederalization. So, in October of 2020, Congress passed the Re-invigorating Lending for the Future Act. Which says that any grants for revolving loan funds that were given through the EDA only. If the final disbursement date was more than seven years ago, the federal government is going to release their interest in that loan fund. Meaning that we no longer have to abide by all the CFR's and regulations that we are currently abiding by for all of our loan funds. RLF1 was awarded in 1985. So, although I couldn't find the exact disbursement date, we're pretty sure it was more than seven years ago. And same for two and three. They were both separate grants, but they were combined into one fund. And, RLF2, that grant was given in 1987. And RLF3, that grant was given in 1998. So, I've spoken to the EDA and they





Lake Champlain - Lake George  
Regional Planning Board  
THE COUNTIES OF  
CLINTON, ESSEX, HAMILTON, WARREN & WASHINGTON

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agree that their final disbursement dates were also more than seven years ago. So, what this means is we'll no longer have to follow, like I said, all the CFR's. We, the CFR's have things to do with like how low we can go with our interest rate. It's an EDA regulation that we have to have a bank turn-down letter, it's an EDA regulation that we have to have a loan leveraging ratio and those kinds of things. So, what the process that they've created for us is that we have to have approval for a board to then apply to defederalize our loan funds. I do want to note what that RLF4, which was a 2011 grant, that final disbursement date was 2015. And so RLF4 will be eligible for defederalization next year, but not this year. So, we get a resolution from the board saying that they're interested and would like to defederalize these. We apply to the EDA. And speaking with Jennifer there, she said that it'll take them about 60 days, at most, to turn it around there. They're also looking to federalize these, because they have been giving grants in perpetuity, and then the grants have never ended. We won't have to report to them anymore. The way that we have been. Al and I work on semiannual reports that go into the EDA. And so what it'll do is kind of open us up a little bit more. And we'll be able to lend to different kinds of businesses, or for different things that maybe we wouldn't have been able to before. But I do want to note, and this is really important, keeping the RLF even with it being defederalized, it still has to meet the purposes of PWEDA, which is the Public Works and Economic Development Act of 1965. So, they still have to be economic development loans. We're not turning into a bank that's just going to loan somebody money because they want money. They have to be economic development projects. There is also the potential for us to utilize the money for something other than a revolving loan fund, they're allowing us to do that as well. But in talking with Al and really how important the revolving loan funds are to the operations of the Regional Planning Board, and the money that we take for operations from the interest income, we didn't think that it was a good idea to phase out any of the RLF's. I think that they're important, they're utilized, and I wouldn't like to see them go away. So, we were basically asking the EDA to just release the, for their federal interests in RLF's one, two, and three. We'd still perform, and we still have a regular revolving loan fund. We talked to the loan committee about this last week at our meeting, and we kind of decided that Jamie and I would go through our existing RLF plan and maybe take out some of the things that we think are stumbling blocks that are, ya know, these CFR regulations, we don't need to have in there anymore. Present it to the loan committee to see what they think. Let them kind of decide how they want to craft the program. I think it's still important that we have an RLF management plan, we still need to have rules and procedures and things that we do and things that we follow, but they don't necessarily have to be as stringent as the EDA's. And so, once we can come to a consensus between staff and the loan committee, we then hopefully at our July meeting, present a new revolving loan fund management plan for one, two and three, under the defederalized system. Anybody have questions? John?





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John Strough: Thank you, Beth. You know, when it says that in reference to those three loans, which, you know, are greater than seven years, that it will, this upon approval, releases the federal interest, what exactly does that mean?

Beth Gilles: It means that we don't have to report to them anymore like we have to. So, these are grants that were given to us. But the grants never had an end date. So, we're reporting to the EDA every six months like we would for normal grants, because it's still a grant that's still going. This would end the grant. So, we wouldn't have to, we wouldn't have to submit reports to them anymore, like we have been. And we don't have to follow all of the federal regulations around the program that we're required to because we're still in this grant phase with the EDA.

John Strough: Alright, and that's kind of what you said in the beginning, but the rewarding....

Beth Gilles: Yeah, it's all complicated. I know.

Dave O'Brien: It doesn't mean that we don't have pay attention to these funds. Just want to make sure we are doing good lending practices and comply with the laws and the intent of the grants. So, no, I can't have a loan still from RLF. So...

Beth Gilles: Yeah, I mean, we're still beholden to our ethics, and our conflict of interest. And policies that we have. It will not turn into a free for all. There still will be revolving loan fund management plan. But we might get rid of having to have a bank declination letter, or we might get rid of how low we can go with the interest rate because they restrict us on those things. That's something we need to work through. And then like I said, we'll work through it with the loan committee, see what they think, there still needs to be a strict process that we follow for giving loans. There still will be, it just won't necessarily be tied to CFR's, which are the federal regulations. And then we'll present that to the board, hopefully at the July meeting for your approval.

Dave O'Brien: Okay, any further questions on that? So, I guess I need a motion on that one to defederalized, Al, did you have a question first?

Al Nolette: Not so much a question as it, as a comment. Two things, I want to make sure that the board understands, it's the recommendation of myself and Beth, that we stay in the loan business because of the loan interest. We're not trying to take that decision away from the board, our recommendation to the board is that we stay in the loan business. And secondarily, Dave, and Beth really touched on it already, but for those of you that were part of this board during the bumpy ride, I don't want you to think that the big drunken sailor light has been lit. This is still gonna be a very structured loan portfolio. It's just, we'll be monitoring through our own internal documents. It's not going to be, it's not gonna be any less structured





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than it is now. We're just, we're not gonna have to report to the feds and all the extra paperwork that goes along with it. I just want to make sure that everybody has a comfort level that this isn't, the Wild West isn't opening up. It's just, we're gonna have more local control of how we loan the funds.

Dave O'Brien: Okay. So, I will need a motion. If I can get a motion to approve this.

John Strough: John Strough, I'll make that motion.

Dave O'Brien: John Strough makes that motion. Do I have a second?

Bob Henke: Second.

Dave O'Brien: Second by Mr. Henke. Any further comments or discussion? All in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Thank you. Beth, amendments to Loan Administrative Committee By-Laws? Or is Christy going to take care of that? Which one of you?

Beth Gilles: So, the loan committee bylaws, they're kind of two things that I want to discuss. So, I sent you all a copy with my edits in it. The first page is just ancillary information, it should be administration not authority. And not agency. On the second page, the first paragraph, one of the conversations that we've been having a lot between some of the staff, the executive committee members, is if we should leave this clause in here that allows the executive committee to vote to give someone multiple loans totaling in excess of \$150,000. There have been times we've been burned with that, but that there have been times where it hasn't been a problem. We have thoughts on either side of the camp, so I wanted to bring it to the board so that you guys can really decide how you want to move forward with that, whether you want to leave it in there or not. I will say that I have used it. Actually, for people we have existing loans with that are still carrying a significant balance. I'd say well, it's another hurdle, you're going to have to go through the executive committee to get special approval to get more than \$150,000 from us and they tend to not want to do that. So, John?

John Strough: It is another internal control.

Beth Gilles: It is, absolutely.

John Strough: I'm in favor of keeping it as such.







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Beth Gilles: Does anyone else feel strongly that they want to take it out or they just want to leave it?

Edna Fraiser: I think you should leave it.

Dave O'Brien: Okay.

Beth Gilles: Okay.

Dave O'Brien: I guess consensus is, leave it. What's the next?

Beth Gilles: No, we're still going.

Dave O'Brien: I said what's next. In this.

Beth Gilles: The other big change, I would like to, well we're not making the first change, but the other change on page four. We don't have a provision for special meetings for our loan committee. So, we have now run into this twice this year, where the committee has been presented with a loan and they wanted just a little bit more information for the borrower before they made a decision, which is great. And I love that they do that. But then we wait a couple days to get the information from the borrower, then I have to notice another meeting for 10 days. So, you know, a person came to us thinking they were getting a loan, we asked him for a little bit more information, we've now kicked out their timeline two weeks, just because we have to notice a ten-day meeting. So, I was hoping to be able to put a new section in there for a special meeting that says that the loan committee can call a special meeting, either by the chairperson, myself the executive director or a majority vote of the committee. So, it wasn't in there before. I would like to add it in.

Dave O'Brien: I think it make senses.

Beth Gilles: AI?

AI Nolette: Beth, is there any timeframe that's dictated to you under the Open Meetings law? Or is it purely self-imposed?

Beth Gilles: That is a good question that I don't know the answer to.

AI Nolette: Because you might need to notice at least five days under that law, but I'm not sure.

Dave O'Brien: I do not believe you have to.





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Al Nolette: Okay.

Dave O'Brien: 5 days for you know, there might be, well, it may be five business days or five calendar days, not five business days. So, but again, in addition to that, there's no reason why you couldn't adjourn the meeting until two or three days.

Beth Gilles: I'm fine with changing it to five, I mean, five is still less than 10. So, if it keeps us in compliance with Open Meetings law, that we can call it within five days' notice.

Dave O'Brien: But also remember, you still have the power to adjourn and adjourn, I don't believe needs, or not adjourn, recess, recess for a specified period of time. I don't believe that has to be five days. But that you don't need it in the bylaws.

Beth Gilles: Right. So, I'm fine with putting that as five days. And actually, I did also skip something on page three that I forgot about. Under officers, it says that the loan committee shall have a chairperson and secretary appointed by the board. We have been electing them by the loan committee at the annual meeting. So, I would just like to change that the chairperson and secretary can be elected by the membership of the loan committee or by the loan committee. Just because the board appoints the people to the loan committee. And so, I think it's not necessary to then bring who the chairperson and secretary are to the board, if you guys are okay with that as well.

Dave O'Brien: Okay.

Beth Gilles: Okay, so we'll change that. We'll do five days for a special meeting. And we won't touch the exceptions to \$150,000. And then I'll change agency to administration, throughout, as I noted in here.

Dave O'Brien: Who's going to move that? Wendell moves it. Do I have a second?

Edna Frasier: I'll second it.

Dave O'Brien: Second by Edna. Any further discussion? All in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Carried. Okay. COVID-19 RLF Plan Amendments.

Beth Gilles: Al has his hand raised.





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Dave O'Brien: I didn't see him. I'm moving on to the next item. Yes, Al.

Al Nolette: Just for the board's information, it looks like the Open Meeting Law might be as little as 72 hours' notice. If that matters to any of you.

Dave O'Brien: I would go 72 hours. If that's what Open Meetings says.

Al Nolette: And you could, maybe the best thing for the board to consider is to do a new resolution that just says that our meeting notices are complying with the Open Meetings Law. That way, whatever it is, it is. So that way, if they change it to five days, it's five days if they change it to three days it's three days. And you don't have to do a new resolution every time the law changes. That it just reflects that you're in compliance with the Open Meetings Law. And if that's 72 hours, and that's what it is, if it's five days, and that's what it is. That way you're not painting yourself into a corner and changing it every time. Just a thought.

Dave O'Brien: That's a good suggestion. Anyone want to move that?

John Strough: Are we going to amend the original approvals and the original people that made the motion agree to the amending?

Dave O'Brien: Do the original people agree to amendment?

Wendell Hughes: I would.

Dave O'Brien: Was that Wendell?

Wendell Hughes: Yes. I would, yes.

Dave O'Brien: Okay, so who's gonna make the motion to amend?

John Strough: Well, it would be, wouldn't it be the original people agreeing to the amended motion and then we voted on the amended motion. Okay. And who were the two? Who made the motion and seconded it?

Beth Gilles: Wendell and Edna.

Dave O'Brien: Okay. So we have to vote on the amendment, right? All in favor to the amendment to the original motion?





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Multiple People: Aye.

Dave O'Brien: Oppose? Now we have to vote on the amendment as amended. The motion as amended. Who'd like to move that one? Francis. Do I have a second? Sue Clary. All in favor?

Multiple people: Aye.

Dave O'Brien: Discussion? Opposed? Carried. All right. Thank you, Al. Bethie.

Beth Gilles: Yes. My head is still spinning from that last one.

Dave O'Brien: We did this on purpose, ya know. We planned this one.

Beth Gilles: Yeah.

Dave O'Brien: Al and I spent two hours last night figuring this out.

Al Nolette: No good deed goes unpunished.

Beth Gilles: Yeah. RLF plan amendment. So, this is our COVID-19 RLF plan amendment. So, Jamie has been working diligently to get businesses in and through our COVID emergency business relief loan fund. We are finding that the amount of paperwork we're requiring people to submit to us is becoming a significant hindrance to them getting loan applications in. And so, she and I went through what we require. We kind of took out some things that we thought actually were kind of redundant. And then some things that maybe didn't necessarily help the loan committee make a recommendation, they were just kind of more paperwork that people had to give us. We put it through the loan committee, they said it looked good. I submitted it to the EDA to make sure that they were okay with it. And they said that they were, and I have an approval letter. So now the last step is to get the board to approve. So, if you look at the management plan, and we are on page four, you'll see where I put in the changes. So, the first thing is to take out the financial statements of the company for the last three years, Jamie can glean that information off of the tax returns. So it's really, you know, we end up with stacks and stacks of QuickBooks reports for three years that we really don't need. And it's a lot of work for them to get to us. The projected balance sheet and income statement, we have been asking for three years. But let's be honest, they have no idea. With COVID, they're not really sure what's going to happen. So, they ask them what's going to happen a year from now, let alone over three years from now, does it make a lot of sense. So, we backed to those down to one, they still have to give us a business debt schedule and their interim financial statements for the company. The previous three years of business tax returns and personal tax returns, we just added a clause in there that said if all three years are not available, please provide an explanation. We're





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running into a lot of businesses that people took over in January of 2020, and thought life was going to be great. And then it COVID hit and trying to get the past tax returns from the previous owners have become very difficult, and they won't give them to the new owners. So we don't want that to act as a stop gate to people getting loans from us, we just want to be able to have them provide an explanation and kind of put an interoffice memo in there that says, you know, we contacted the previous owners, we tried to get this information, they won't give it to us. So that shouldn't preclude anybody from getting a loan. They still have to give us their personal financial statements, and their aging accounts receivable and payable schedule, if applicable. They're not always applicable. The business plan seems to be a huge hurdle. We're dealing here with businesses that have been in operation for a really long time. And the only reason they're coming to us for funding is because of COVID. And they need some help. So, they don't necessarily have a business plan that they just put together that they've got sitting around and can get to us. So it is a significant level for them to put one together. So we just added a clause that if the current ownership has been less than two years. So even if it is an established business, if that owner who wants to borrow from us hasn't owned it for more than two years, they do provide us with some kind of business plan. We took out the resume the projected employment, that really doesn't provide much information for the loan committee to make a decision. That was more information gathering for us. We want to see the types of jobs and what the salaries were and we're finding that the hinderance to the business is greater than the benefit to us for gathering that information. So we took those out. We left the next few, the DBAs and all that. We need any kind of franchise agreements. Their credit, we still run their credit. They still have to get supporting documentation or the collateral information on outstanding debt is really the same thing as their business debt schedule. We took out asking them, well we just said that we suggest that they provide three quotes, but they see that and think that they have to go out and get three quotes. And that kind of gets them in a tizzy. So we took that out. And then also, we took out cash flow statements for the past three years, if they're looking for working capital, because again, it's just a lot of paperwork that they give to us, that really is information that Jamie can get out of the tax returns. So that was our thought.

Dave O'Brien: So I think, from my standpoint, this was supposed to be a quick way to get money into people's hands that needed it. And I think that we have a lot of work, a lot of people coming in right now. We are not like other planning boards that had money, and then just lent it out right away. So we need to get the money out. Because once we get the money out, then at the end, when it comes back, it goes back to us to reuse again, in funded other funds, so it's a good purpose to it. Quite frankly, I know Al may stop this sunshine report when I say this. But realistically, this is risk money, this is much more risky money than RLF one, two, and our Irene fund. So we are gonna have losses. But it was provided to help businesses that can't get help any other way. They get a leg up and succeed. It's not their fault they're in this position. So I think the changes make sense. And we'll move from there. So again, I open up for any discussion. Al! I'm surprised...





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Al Nolette: The only discussion I have is only semi related. I would ask that Beth, the staff and the loan committee, keep some of these recommendations in mind as they develop our new planning board loan portfolio requirements. Because I think that once we defederalize one, two, and three, making the loans easier to get will actually benefit the agency going forward. We can do that while we still moderate risk. But I think some of the changes you're recommending for the COVID fund will be absolutely appropriate in the new planning board fund.

Beth Gilles: Great, thank you.

Dave O'Brien: So, I would entertain a motion to adopt these changes. Wendell. Second by Sue and John. Any further discussion? I think we should do a roll call on this one, Beth. Just to put your head in a tizzy again.

Glen Cutter: Yes.

Francis Peryea: Yes.

Wendell Hughes: Yes.

Charles Harrington:

Joe Giordano:

Ike Tyler:

Clay Arsenault:

Steve Tomlinson:

Christy Wilt: Yes.

Dennis Dickinson:

Edna Frasier: Yes.

John Strough: Yes.

Sue Clary: Yes.

Bob Henke: Yes.

David O'Brien: Yes.

Beth Gilles: Nine yeses.

Dave O'Brien: Thank you. Next item is appointed the new Clinton County loan administrative committee members.

Beth Gilles: Yeah, so Patty Waldron was on our loan committee. She no longer wishes to be. So I asked Chris Hay, who was on our loan committee, he's the president of Dannemora Federal Credit Union. I asked him for a recommendation, and he recommended Paul Hamilton. We were specifically looking for a small business owner to fill that spot as Patty was as well or is. So Paul is a small business owner from Rouses Point. I provided you guys with his resume.





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I spoke to him on the phone. He seems very excited to be a part of the work that we're doing with the loan committee. He attended our loan committee meeting this past Friday. Again, we didn't scare him off. So, he's still interested in being on the loan committee. So, I'm asking the board to appoint him as a Clinton County representative on the loan committee.

Dave O'Brien: I will entertain a motion to appoint him to the loan committee. Francis is a motion. Do I have a second? Wendell. Any further discussion? All in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Carried. Christy! I believe this is your position.

Christy Wilt: Okay. All right, so the loan committee update. We've had four meetings since our last board meeting. The committee's approved 2 loans to Kris March of Slick Fin Brewing. The first one was \$103,500 to Phaseline Properties in Fort Edward for the purchase of a building that Slick Fin brewing is currently located in. The second one was for \$46,500 to Slick Fin Brewing for the purchase of new equipment to expand their operations. The committee approved one COVID-19 Business Interruption Micro Loan to The Little Pizza shop in Peru and Clinton County. They evaluated a COVID-19 recovery loan for the Black River Valley Natural in Lewis County and decided that we need more information and we'll reconvene once that information is received. And all three previously approved COVID-19 recovery loans have been closed. As have the loans for The Little Pizza shop and Phaseline Properties.

Dave O'Brien: Question for Christy? Al?

Al Nolette: Christy, refresh my memory. What's the status of a second loan with Slick Fin?

Christy Wilt: The loan is for new equipment to expand their operations. But, Beth, have we...

Beth Gilles: I reached out to Chris last week. I haven't heard back from him. He's got until June. So that's where we are with that one.

Al Nolette: Okay.

Beth Gilles: You looked like you wanted to say something else.

Al Nolette: No.

Beth Gilles: The loans are contingent upon each other. So, he has to get on to the expansion.





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Al Nolette: That's kind of where I wanted to follow up. I thought that there was a relationship between the two, so I was wondering where we were with part two.

Beth Gilles: Yup, we're getting there.

Al Nolette: Okay.

Dave O'Brien: John?

John Strough: Yeah. Refresh my memory too. CARE and COVID and all these other related things. Are these forgivable?

Beth Gilles: No.

John Strough: These are not okay.

Dave O'Brien: We have no forgivable loans. It's just that we expect some fall out on the COVID loans.

John Strough: Yeah. Well, you know how much of COVID is forgivable? I didn't know if that applied here or not.

Dave O'Brien: Not as far as I know.

John Strough: Okay.

Dave O'Brien: And his wasn't under COVID, was it, Beth?

Beth Gilles: Slick Fin was not. No Slick Fin was a business expansion loan. Just like Phase Line.

John Strough: I was referring to that COVID loan.

Beth Gilles: Yeah, the COVID loan is not forgivable.

Dave O'Brien: Okay. So thank you, Christy, for your report. We appreciate all your efforts during the past few months. And now I don't know what number 10 is.

Beth Gilles: So Forward Together Initiative. Chris is going to give a presentation on where this came from. It has stemmed out of the \$400,000 technical assistance CARES Act grant that we were given from the EDA. Half of that we're doing a recovery plan. But we're also







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doing a business retention and expansion program. And it's kind of blossomed into this whole really cool thing that we didn't really envision when we started this in September of last year and we're really excited about where it's going. So I'm going to share my screen, or not. Sorry, I'm not going to share my screen. I'm going to make it so Chris can share his screen. Can you do it now Chris?

Chris Belden: I think so. Okay, can you guys see it?

Yep.

Chris Belden: Okay. Yeah. So, this is through the CARES Act grant that the Regional Planning Board got. We have, we are doing a couple different things which I'll get to, a plan and also implementing a new program. We have landed on the name of Forward Together as the initiative. I think it captures what we're trying to do. And so there's, the first half of it is to develop an economic resiliency plan. So just looking at, you know what happened last year, but really the emphasis being on how do we ensure that businesses are more prepared for, you know, future economic disruptions, and what we can do to support the community. And then the other half of this project is to implement a business retention and expansion program. With the intent of being, well, I'll get to it a little bit later in the slides here. So we want to position ourselves as being the hub is kind of the center, the central agency for communicating with businesses in the region, and identifying the issues they're having, whether it be broadband issues, workforce issues, and really working closer, together with our regional economic development partners. So in terms of the economic resiliency plan. Last September, the regional planning board had Chazen and Camoin join us to help develop the plan. And then we've been meeting since January, with a working group to help give us a little bit more information about how to move this project forward. And then this April 1, we launched a business survey. And we've sent it out to a number of businesses, we've had our contact lists, and asking our economic development partners to help share that information. And we've been receiving quite a bit of response so far. We are accepting surveys to come in through the end of the month. So if, if you can, if you're on social media, or you just have businesses that you can help us to share this survey with, please do so. And then throughout the next couple months, we're going to be meeting with different focus groups. In different sectors of our economy, tourism, hospitality, manufacturing, and so on. And then those will be used to help us refine our scope for that project. And then we expect to have a draft around the middle part of the summer. With the final, with the final report being released around September. These are the members of the working group. We tried to make sure we had enough representation from each of the counties. And there, there's our list of focus groups. The business retention expansion program. So we kind of have identified a few different areas that this could be useful for. It's connecting with our business community responding a little more rapidly with whether it's technical assistance, whether it's providing capital, and then making sure that we're monitoring you





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know, how things how things are improving or not improving. As part of improving our communication with businesses, we have purchased the HubSpot CRM, which is going to use to help us track communications and make sure we're not losing anybody through the cracks. And, yeah, we intend to, you know, whether it be through surveys or responses we're getting from, business owners, we want to be able to share those trends, to share that information with the IDA's the EDC's and so on. To make sure that we're getting, that we're as a team of economic development professionals really working together to respond to their needs. And so, so what we're kind of asking at this point is, is just to ask people to ask, you know, your local chambers and so on to share the survey. We are posting on Facebook, Twitter, LinkedIn, so feel free to you know, reshare the content that we're putting on those websites. And then, you know, even outside of the survey, if you know of any businesses that are that are struggling with, with any sorts of issues to please reach out to the planning board. So that's kind of a high level overview of the project. But you know, I'd be happy to, we're still kind of rolling out the program. But I'd be happy to take any questions. If there are any.

Al Nolette: Can you roll back to your members of your working group for a minute. And one thing that I would encourage you as you go forward, because I think this sounds great. I see that Liza from Warren County; the Employment and Training is out there. I think that's a great person to be had plugged in. But I would encourage you to share with all five counties, workforce liaisons, when as this rolls forward, because they can only make you stronger. And like in Washington County, our workforce development is actually done by a not-for-profit called LEAP, which you might be familiar with. So in Warren and Saratoga counties, it's actually a county office. In Washington County, it's a not-for-profit that does it. So I would just encourage the information sharing moving forward because the program sounds great.

Chris Belden: Thank you. Alright, I will turn it over back to you then I guess, Beth.

Dave O'Brien: Okay. Any comments you have to add to that, Beth, or...

Beth Gilles: We'll keep everybody up to date, we did add a new page to our website that's called Forward Together. It's got some of the information that the consultants have pulled together on the infrastructure inventory, and also the economic analysis profile. And so we'll keep adding things to that as we get them.

Dave O'Brien: Okay. Next up is senior planner report. Allison. How you doing?

Allison Gaddy: I'm doing pretty well. Thank you.

Dave O'Brien: Wonderful.





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Allison Gaddy: So, for 2021 projects, see most of them are repeating from last year, but we are kind of moving through some other projects, getting some other ones off the table. So he have the Watershed Action Plan for Lake George. This is a Department of State grant at the Town of Queensbury that we have been contracted on to author and kind of manage the public input and moving forward. We have the Drinking Water Source Protection Plan for Lake George drinking water supplies. This plan will be finished in the next couple of months, and we'll be moving on to another community. Looks like this program will be in our 604(b) work plan for the foreseeable future. So, if any of you know of a community that might want to plan like this, have them reach out to us. We have the Adirondack Park Community Smart Growth grant and Village of Speculator that's the project to construct the historic fire tower in the village. That project is moving along and should be completed this year. The next four are the Lake Champlain Basin Program grants. First is Quantifying Phosphorus Reduction for Proposed Projects in New York. We're working with Warren County Planning Department on that one to do some mapping. The Village of Whitehall Green Infrastructure Plan is also moving along. That's a grant that we've contracted with the Chazen Companies to do mapping and some flow analysis and preliminary engineering things on so that should be, both of those grants, I believe, are scheduled to be finished this year. Here the North Country Stormwater Tradeshow and Conference, this is something that this organization has been involved in for 15 years, I guess. And so this is through CWICNY. It was postponed from last year. Hopefully we'll be moving along and actually having the conference in October. We're still debating whether or not to do it virtually or do a hybrid in person virtual conference, but I'm still working on that one. And then finally, the Isle La Motte Lake Segment Watershed Management Plan is complete. And I should be closing that grant out at the end of May. And I'm happy to report that it looks like in the New York State Septic Initiative Program, they have identified Isle La Motte as an eligible watershed for that funding. So that's great, because that was a finding in this plan. As far as, we've been busy and grant writing, and I think we probably will be for the next couple of months in our office, but I've completed a USDA Rural Business Development grant for the Town of Crown Point for a Business Recruitment and Feasibility Study for Main Street. I submitted a letter of interest for NBRC State Economic Infrastructure Development Grant for outdoor recreation bike projects to capitalizing on outdoor recreation in Hamilton County. And we've seen that becoming more and more popular in the North Country. I'm working with the Village of Speculator to potentially find alternative funding sources for some of their infrastructure needs, water and wastewater. It just doesn't seem like the ones we've applied for thus far are a good fit. And Beth and I will be working with the Town of Essex for outreach and for their waterfront access feasibility study. This is kind of the second, this is the second phase for that feasibility study that our office funded for the Town of Essex, at the end of last year, to see the potential for reestablishing public access to Lake Champlain, Essex Town doesn't have any. So, we're hoping the third phase of this whole thing would be an application to an LWRP program through the CFA's if that is an option this year. And then I've received a call from the Town of Lake Pleasant last week, requesting assistance to search for funding for stabilization of their historical





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society museum. So, I've been looking through some options that they may have for that, as well. I continue to participate and attend Water Coalition meetings and Water Quality Coordinating Committee meetings, as well as administering wto WQIP grants for the Upper Hudson Watershed Coalition and CWICNY and working with Essex and Washington counties on updating their Water Quality Strategy documents. Continued attending lake association meetings with Schroon Lake and the Long Lake Management Plan has been submitted to the Long Lake Association in draft form, and that should be finalized by the end of May. And then for A/GFTC, I just continue to attend and participate in the planning committee.

Dave O'Brien: Wow. All that and managing a newly newborn?

Allison Gaddy: Yeah, she's sleeping. I hope she stays asleep.

Dave O'Brien: I was commenting on how you're managing all your workload and keeping that in place, too. So that's pretty commendable.

Allison Gaddy: Thank you.

Dave O'Brien: Albert.

Al Nolette: I have a feeling, Allison, that you Chris and Beth and probably Aaron as well, are going to stay pretty busy. Because for the amount of federal money that's flowing right now with specific requirements for water, sewer and broadband. And for Aaron, the roads and bridges, look like it's gonna be a next priority. I think this agency because of what you already do, is in a unique position to help municipalities heavily spend some of that federal money.

Allison Gaddy: Yeah, it's exciting. It's an exciting time. I hope we do get to work with that money.

Al Nolette: But I think because of what you already do, you are uniquely positioned.

Dave O'Brien: Okay. Any questions for Allison? If none then bring up to Chris.

Chris Belden: I'm back. So, yeah, so my report includes economic development and some water quality work as well. On the economic development piece, following up in the presentation before, been participating in the Economic Resiliency Plan project meetings. Been working on getting the CRM refined so that it's a well-functioning product. From what we're being told, you know, the front-end work is hard. But once it's up and running, it should be running pretty smooth. And then I've been working on the release of a survey and getting the word out to folks to take the survey. We've also been working on a few, a few funding applications, the first of which is an application with the Town of Johnsbury. They are looking to finally





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move ahead the project in North Creek to have the mainstream area sewer. So, we're working with USDA Rural Development on a loan grant package for them. It's about an eight and a half million-dollar project. So hopefully we can get things going before costs go up anymore on us. I'm also assisting the Town of Hebron. They are looking to replace an old highway garage. So, we're working with them on putting a loan application in the USDA to get that project done. Just met with the town yesterday at their town board meeting, and everyone seems pretty receptive to getting that done. And then I'm also assisting the Town of Johnsbury with an EDA Supplemental Disaster grant application. This is to construct some drainage improvements up into Ski Bowl Park. The Ski Ball Park was suffered a bunch of damage from the 2019 Halloween storm. FEMA came in because of the disaster declaration and offered to replace the existing infrastructure but not to take care of the of the issue that actually caused the road washouts. So, the Town of Johnsbury is happy to take care of those issues before it happens again. And then I've also been working on updating components of the Comprehensive Economic Development Strategy. 2021 is our year to update the five-year Economic Development Strategy for the region. And so, for the past couple of months, I've been updating the economic and demographic data for the CEDS. And then over the next few months gonna be forming some working groups and working on updating that plan which goes through, I think, 2027. And then Northern Borders, is accepting applications this year of this year. So I'm putting our Johnsbury project in the sewer project into Northern Borders. And hopefully, we have some good luck. On the water quality end of things, I have been meeting with Washington County officials. Their Ag and Planning and finance committee, as well as doing some site visits to help them explore some funding opportunities and some programs at the state level to take advantage of. So, these are clean energy projects as well as climate adaptation. So we are looking, the regional planning board, is looking to position ourselves as being kind of technical liaisons for our regional counties and towns and villages and cities. So if you have any communities that you know of that are looking for assistance on getting into the Climate Smart Communities Program or taking advantage of any NYSERDA funding, we can and will assist you guys with that. And I think with that, that's my report.

Dave O'Brien: So thank you for that, Chris. And I know Chris has been a good addition to the staff and we expect more wonderful things from him.

Chris Belden: I'm happy to be here.

Dave O'Brien: So any questions for Chris? I know it's out of sequence, but I would like to recognize Jamie for all her effort she's put in the loans. She's had a good, good change to get the loan programs up to date and moving forward. And you know, Beth's going to talk a little bit about that later. So we'll go from there. But thanks, Jamie.





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Jamie White: Thank you. And just to let you know, we do have a few in the pipeline. But today Beth just sent me eight new requests that have come in as a result of this business survey. So that's really exciting to see so, you know, I think all the pieces are working together and that's pretty cool.

Dave O'Brien: Good. Good. Okay, what's next? I guess we're at Other.

Beth Gilles: Did you skip me on purpose?

Dave O'Brien: Yes.

Beth Gilles: So the directors report. I interviewed three candidates and hired a new economic development coordinator. Welcome, Chris. That happened just after our last meeting. I also submitted an EDA corrective action report, as required from the New York State comptroller's audit. Completed the 2020 annual report which you all should have received in print and digital copy, I hope. Worked with AI and the auditor's to complete the 2020 independent audit. Also completed the COVID Operating Plan as was required by April 1. And something else Chris is working on that he didn't mention is rebranding. So, we're talking about rebranding the organization, a new logo, and kind of just tying together all our initiatives into a more like cohesive and recognizable just word mark, for us to use. So, we're excited to move forward with that. And I also did present at Washington County's Ag and Planning meeting in February about the work that we did for them in 2020. I also submitted a written report to Warren County, but if anybody's interested in having any of us attend any committee meetings or board meetings to talk about what we're doing please let me know. We're happy to come. Chris talked mostly about the EDA CARES Act grant, the \$400,000 technical assistance grant, that's our Forward Together initiative. We are also, through that funding, working on a new website. We got the draft of it, just last week, I think. We had an internal meeting yesterday to go through it for our first round of comments. So we're excited to hopefully get that out soon. We're also working with Warren County GIS to put together an economic indicator dashboard for the website. So, it would be just more like a more interactive way to display all the really boring economic and demographic data that we work with all the time, and make it more easily accessible for everybody in our counties. And we're also a big part of the Washington County Broadband inventory and survey, so that's moving forward as well. The CARES Act RLF grant. We got \$2.94 million to loan, \$294,000 for admin. As Jamie mentioned, she's got four in the pipeline right now, two that are very close to going to committees. So, we're excited about that. We did a huge advertising push. We had a little bit of a lull after the second PPP loan was announced because people didn't want a loan from us. They just wanted free money through PPP, but I think a lot of people realized they weren't necessarily eligible, or they weren't going to get what they thought. And so we did a huge advertising push. I did a presentation for Lewis County. I did a presentation for ANCA for their Center for Businesses in Transition. We had an





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article in the Glens Falls Business Journal, the North Country Chamber has been helping us get the word out. And this BR&E survey with people answering you know, what is your biggest concern what is your biggest need coming out of COVID and the amount of people saying capital, working capital and capital for payroll. So, we're going to then proactively reach out to them and see if they're interested in our loan funds. So, it's cool to kind of just put this BR&E together and gotten some information out and we're already now able to take it full circle and provide people with a technical assistance that they need, which is the whole point of that the program. It happened faster than I had thought it would, but we're excited about it. I also wrote a USDA Rural Business Development grant to do a broadband assessment inventory and survey in Essex, Hamilton, Clinton, and Franklin counties. And we're also working on getting the remainder of Hamilton County mapped, the 911 GIS address levels as part of the broadband work as well. I authored and submitted a grant to the Adirondack Foundation for trail development and fire tower rehab at Buck Mountain in Hamilton County. I also authored a grant to Adirondack Foundation for, I was hoping that we would get funding, it didn't end up getting funded. But they would be able to provide some local match for our workforce housing assessment, which we're going to be doing, a grant was submitted to NBRC last year. It wasn't awarded, we're going to resubmit this year. So, I've sent in a letter of intent. Also working with the Village of Granville on Hudson River Valley Greenway grant, we haven't done any of those before. So that's kind of a new thing for us. Working on the Canalside Energy Park Feasibility Study, we're managing that grant. I also wrote the narrative for an FY22 appropriations for the Canalside Energy Park and put that into Congresswoman Stefanik's office. And we also completed the EDA grant for that as well. Completed 15 A-95 reviews. And A-95 review is if an entity is looking for federal funding from a certain program, they have to submit to us just so that we can say, you know, yes, this is in line with the economic development, the economic development goals of the region, and no, it's not redundant and that kind of thing. So, these steadily been increasing. And as I mentioned, with all the federal money coming through, I think that we're going to get a lot more but it's nice to see that people are looking towards federal grants to help fund some of the work that they're trying to do. And just another kind of ancillary stuff on some groups that were a part of. Northern Borders still doing the quarterly reports. I did get the Town of Plattsburgh a contract extension because our project is going longer than anticipated. Water quality. We are just entering into year three of our four years of our DEC contract for 604b. Our year three allotment was \$96,812. That was down from \$100,000 last year. But that's not a big deal. We'll be able to operate with that. Grant management. The Washington County grants are going well. We have the Tin Pan Alley engineering grant. The Town of Ticonderoga is now starting. We have a pre-bid meeting next week on that. And done some work with the DEC at their request over the last couple of months. The loan program. We already talked about the defederalization. We have our three foreclosures that we're going through right now. There's not really anything to report on those. We're waiting on the courts on those. I did want to mention that Storied Boards, which is Tyler Russell out of Lake George, Warren County and All Brands Redemption Center in





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Chestertown, Warren County, the taxes haven't been paid on the property that's the collateral for those loans. So, we're just watching it. Carrie's been in contact with the treasurer's offices, and we're watching for when, when and if we might have to jump in and pay the taxes to be able to secure the liens on those. So, we'll just keep an eye on that. And I also want to note that James Orlando, Schroon Lake Campground. Mr. Orlando passed away in December. And we have a lien on his life insurance as part of the collateral from a loan that was given to him in 2002. So, we're working with the insurance company to close that out. And I know this isn't an RDC meeting, but I just wanted to let you all know that the 2020 independent audit for the RDC is complete and everything was submitted into the ABO on time as required. And that's my report.

Dave O'Brien: Are you done?

Beth Gilles: For now.

Dave O'Brien: Any questions for Beth?

Al Nolette: Beth, is it true that to raise money for the rebranding, we're going to be selling Chairman O'Brien bobbleheads?

Beth Gilles: We can make it happen.

Dave O'Brien: All right. All right. You'll raise a couple million dollars for that. Just by selling bobbleheads. And dartboards.

Beth Gilles: I think we'll make more money on the dartboards.

Dave O'Brien: Okay. Okay, any other questions for Beth? Beth's doing an exceptional job. And we're very lucky to have her here. And, you know, I'm amazed at the amount work she can process when she concentrates, which is about 90% of the time. I should say about 120% of the time. So, we'll see, but thanks, Beth. Thanks, everyone. Carrie, thank you for all you do.

Carrie Yakush: Thank you.

Dave O'Brien: She said she sends me vouchers to sign every single week. I wish that we find a way to get half those vouchers.

Carrie Yakush: I try. I do my best to get those down.







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Dave O'Brien: I know. But you know, my point is that Beth needs to stop spending. Thank god she's getting money in to cover it.

Carrie Yakush: She does good at that.

Dave O'Brien: Yeah, she does really good at it. So, anything else? All right. Next is Other. Don't run away, because we had something come up, we will need an executive session for so please don't run away. It's important to hear this. Okay. Other.

Beth Gilles: So, as we are processing more and more loans, and that the kind of looming defederalization that I think will make it easier for us to get in and process loans and just have more people come in. I would like the ability to hire a part time person to run that program as a Small Business Support and Fiscal Account Specialist. That's the title that's already in existence in Warren County. So I was hoping that the board would approve the creation of that part time position, should I eventually need it within the next few months.

Dave O'Brien: And this is also going to be funded through our funding for the RLF fund for COVID. Right?

Beth Gilles: Right.

Dave O'Brien: Okay. So, we'll have a revenue neutral. I know that Jamie has a wonderful job. But there's just so much going on and so many details that Beth's talked to me about it a couple times. And I think we should give her the approval to move forward if need be. I trust her and I trust her judgment on this. And hopefully we'll move forward. So, any questions for Beth on that? If not, then I'll entertain a motion to do that.

John Strough: I'll make the motion to approve, John Strough.

Dave O'Brien: Motion by John. Second by Sue Clary. All in favor?

Multiple people: Aye.

Dave O'Brien: Opposed? Okay, good. Anything else, Beth? I did want to mention that a couple of initiatives that you've got going on and really coordinates with things that are being discussed in other parts of especially has been discussed in the economic recovery panel for Warren County. And well as I've gotten feedback from supervisors around both Warren and Washington County, mostly Warren County, is that it seems to be a change in the mix where we are starting to get to a point where we have more people than available housing. Especially in some outlying towns, outside of Queensberry, Glens Falls, it's not an issue there. There does seem to be





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issues with available housing. And I think that's a good area to address. Because as we think about it, we normally wouldn't think in normal times, because we didn't have that much activity in business coming in people moving up here is that housing really can become economic development. And may come to a point where places in smaller towns or small areas of business want to come in, they just don't have enough housing for available people. And that's something we're working on and talking about. So, I think it's a good thing to look forward to. So, we'll go from there. So just want to mention that. So, I am interested in workforce in a dynamic marketplace today. We got people like Fort Hudson, Hudson Headwaters, are talking about the fact that they try and recruit people to come up here as interns or residents and there's just not available housing for them. And they're trying to find ways to make those available to them. So, it's really surprising when we down in the weeds of some of this stuff, what the need is, and there really is not in the Queensbury, Glens Falls area, there's not a surplus of housing for sale at this point. And there's a lot of affordable housing. There's senior citizen housing. But you know, as far as recruitment for executives and professionals coming in, there really needs a boost there someplace. So I think it's an area that's sneaking up on us. And has really caught up to us fast. Questions or comments? Okay, I would like to ask for a motion to go into executive session to discuss matters related to personnel, personnel issues. So, can I have that motion please?

John Strough: I would, but you need to be more specific than that, Dave. You can't just say personnel issues. Is it an employee is it, ...

Dave O'Brien: Is it, it is a past employee matter.

Al Nolette: Under potential litigation, John.

Dave O'Brien: Yes. Potential litigation. Thanks Al. You guys got the cheat sheets? I don't. So I will ask for that motion, please? Christie. Do I have a second?

Edna Frasier: I'll second.

Dave O'Brien: Seconded by Edna. So, I'd like to excuse Allison, Carrie, Jamie, did I miss anyone?

Al Nolette: Chris.

Dave O'Brien: Chris, yes. Thank you. So, you need to stop recording also.

Beth Gilles: Yup.

Entered Executive Session at 2:10 pm.





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Beth Gilles, Director  
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Exited Executive Session at 2:23 pm.

Dave O'Brien: No action was taken in Executive Session. And I will entertain a motion to adjourn.

John Strough: I'll make that motion to adjourn.

Dave O'Brien: Motion by John. Do I have a second? Second by Sue. Francis. All in favor?

Multiple people: Aye.

Dave O'Brien: So moved. Thank you all.

Beth Gilles: Thanks everybody.

Meeting adjourned at 2:24 pm.

*Respectfully submitted, Carrie Yakush, Senior Account Clerk, LCLGRP*

