



STATE OF NEW YORK
Authorities Budget Office

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May 25, 2023

David Zembiec
Chief Executive Officer
Jefferson County Local Development Corporation
800 Starbuck Avenue, Suite 800
Watertown, New York 13601

Dear David Zembiec:

The Authorities Budget Office (ABO) is authorized to assist public authorities improve management practices and the procedures by which their activities and financial practices are disclosed to the public. Pursuant to Section 2800 of Public Authorities Law, state and local authorities are to make documents pertaining to their mission, current activities, annual financial reports, budgets and independent audit reports accessible to the public on the authority's official or shared website. To assist state and local authorities meet their disclosure and reporting obligations, the ABO has issued Policy Guidance No. 22-01: "Posting and Maintaining Reports on Public Authority Websites". This guidance provides a checklist of policies, reports and other information that the Authority should maintain online in accordance with the Public Authorities Reform Act of 2009 and other provisions of law.

Between February 9, 2023 and February 14, 2023, we reviewed the Jefferson County Local Development Corporation's (Authority) website. Our review was limited to verifying that the required information is posted on the Authority's website and did not address the substance of these documents. Our review focused on current information and required data for the fiscal year ending September 30, 2021. We have concluded that the Authority has posted most of the required information available on its website. To further improve the transparency of the Authority's website we recommend you review our findings, which are attached, so that all information required under Section 2800 of Public Authorities Law is available online and easily accessible to the public.

Please provide us with a written confirmation that you have fully addressed these concerns by July 6, 2023. You may view Policy Guidance No. 22-01 at www.abo.ny.gov. Please contact us if you have any additional questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey Pearlman', written over a circular scribble.

Jeffrey Pearlman
Acting Director

Enclosure

cc: Robert E. Aliasso, Jr., Chair
Jefferson County Local Development Corporation

Review of Jefferson County Local Development Corporation's Website

Information To Be Posted on Public Authority's Website	Posted on Website (Yes/No)
Mission Statement	Yes
Certificate of Incorporation	Yes
By-laws	Yes
Code of Ethics	Yes
Conflict of Interest Policy	Yes
Whistleblower Policy	Yes
Organization Chart – including, at a minimum, the LDC's executive structure and major organizational units	Yes
Report on Operations and Accomplishments – including a description of the Authority's operations, completed and active projects, as well as any material changes in Authority operations and programs	Yes
List of LDC Board Members - including appointing entity, appointment dates, and term	Yes
Each LDC board member's current employment and professional background	Yes, but no professional background
List of Committees and Committee Members	Yes
Executive Management Team - including professional background and qualifications	No
Authority Performance Measures	Yes
Annual Performance Evaluation indicating status of Performance Measures	Yes, but not for 2020
Authority Schedule of Debt (including conduit debt)	N/A, no debt outstanding
Management's Assessment of the Authority's Internal Control Structure and Procedures - including a description of operating and financial risks and any policies to mitigate risk	Yes
Board meeting schedule	Yes
Board meeting notice	Yes
Board agendas	Yes
Board packets	Yes
Board meeting minutes	Yes
Board meeting webcasting and video recordings	Yes
Board resolutions	Yes
Committee meeting schedule	No
Committee meeting notice	Yes
Committee meeting agendas	Yes
Committee meeting packets	Yes
Committee meeting minutes	Yes
Committee meeting webcasting and video recordings	Yes, but not all
Annual Budget Report and details of 4-year financial plan	Yes
Annual Independent Certified Financial Audit	Yes
Independent Auditor's Report on Internal Controls over Financial Reporting	Yes
Independent audit management letter	Yes, included in audit
List of grants provided - including grant recipient's name and address, the purpose of the grant, date awarded, and amount awarded	Yes
List of loans provided - including borrower's name and address, loan purpose, date awarded, amount issued, term of the loan, repayment status, principal repaid and amount outstanding as of the end of the fiscal year	Yes
List of bonds issued - including bond recipient's name, amount of bonds issued, purpose of bonds, and current amount outstanding as of the end of the fiscal year	N/A
Property Acquisition Policies	Yes
Property Disposition Policies	Yes

List of Real Property owned by the Authority	Yes
Personal Property Transactions	Yes
Real Property Transactions	Yes
Policies for the procurement of all goods and services	Yes
Annual Procurement Report	Yes
Authority's Procurement Officer	Yes
Investment Policies	Yes
Annual Investment Report - including the investment audit results and management letter, record of investment income, list of fees paid for investment services, and explanation of any amendments to the Investment Policy	No, the document posted does not meet the requirements of Section 2925 (6) of Public Authorities Law
Fee Schedules (if applicable) of any service or administrative fees charged	Yes
Current Year Official Statements or similar bond documents	N/A

*Review conducted by the Authorities Budget Office between February 9, 2023 and February 14, 2023