



Meeting of the Board of Directors  
September 13<sup>th</sup>, 2021, at 4:00 pm  
Boardroom  
40 McMaster St. Ballston Spa, NY 12020

### AGENDA

- 1) Call to Order – Chair Maria Moran
- 2) Adoption of Minutes
  - August 9th, 2021 - Board Meeting
- 3) Treasurer's Report
- 4) DSG Proposal
- 5) New Business
  - Update on USDA Rural Business Development Grant – Malta – Matthew Rose
- 6) Executive Session (if needed)
- 7) Adjournment

**Next Meeting**  
**Monday October 18<sup>th</sup>, 2021**

**Saratoga County Prosperity Partnership**  
**Meeting of the Board of Directors**  
**August 9, 2020**  
**Saratoga County BOS Boardroom**  
**40 McMaster Street, Ballston Spa, NY 12020**

Meeting called to order at 5:00 pm by Vice Chairman Tim Dunn.

**Present:**

**Board Members:** Tim Szczepaniak, Tim Dunn, Steve Bulger, Josh Spain, Todd Kusnierz, Phil Barrett, Benny Zlotnick, Penny Hill, Brendan Chudy, Dave Wood, Jeff Jones, Justin Baker.

**Chairman**

**Staff and Guests:**

**Matthew Rose**

**Legal Counsel:** Amy Levine, Harris Beach, PLLC

**Board Members absent:** Maria Moran, Rocky Ferraro, Eric Connolly

**Approval of Minutes**

A motion was made by Mr. Bulger, seconded by Mr. Zlotnick to strike the Treasurer's report from the June 21, 2021 meeting minutes. On a voice vote, the motion passed unanimously.

A motion to accept the Minutes from June 21, 2021 was made by Mr. Barrett, and was seconded by Mr. Bulger. On a voice vote, the motion passed unanimously.

**Treasurer's Report**

The Treasurers report was distributed. Mr. Ferraro is not in attendance. Mr. Dunn gave a brief overview of the report. There were no questions from the Board.

A motion to accept the Treasurer's Report was made by Mr. Kusnierz, and was seconded by Mr. Wood. On a voice vote, the motion passed unanimously.

**New Business**

Mr. Dunn reported that Shelby Schneider and Amy Johnson have resigned as employees of the Partnership. Mr. Dunn thanked them for their dedication to the organization and wished them the best in their new ventures.

Mr. Rose gave a brief update on the Sparkshoppe. The lease agreements are all in place and payment is due by the end of next week. There will be an agenda item for this at the next meeting.

Mr. Dunn said that the USDA Rural Business Development Grant received a six month extension. As part of the Next Wave Communities Program with Malta, there is a proposal from MRB to complete the consulting, which is currently approximately 2/3 complete. This agreement will bring the project through completion in September. The proposal is for \$14,000.

A motion to accept the proposal from MRB was made by Mr. Bulger, and was seconded by Mr. Barrett. On a voice vote, the motion passed. Mr. Dunn abstained from voting.

#### Brownfields Grant Proposal

Mr. Rose said that the score came back for the proposal that Ms. Schneider and her team had sent to the EPA at 93%. This is just a little shy in terms of getting approved. Mr. Rose said that he had an informal conference call on the background of the Brownfield project with representatives from the Herkimer County IDA, HRP and EPA, regarding improvements that can be made to the proposal. The next application is due in October.

#### Appointment of Interim Titles

A motion to appoint Matt Rose as Interim President of SCPP was made by Mr. Bulger, and was seconded by Mr. Szczepanik. On a voice vote, the motion passed.

This will give Mr. Rose the authority to sign checks and perform other administrative duties. Mr. Dunn said that the Executive Committee will be convening in the coming weeks to discuss next steps and bring recommendations back to the full committee. Mr. Bulger said that Mr. Rose is the current Management Analyst in the County Administrators office. He will not be receiving any compensation for these additional duties. Mr. Dunn thanked Mr. Rose for stepping up and helping out. Mr. Barrett noted that Ms. Moran is also taking up additional responsibilities. Mr. Barrett thanked Mr. Bulger, Mr. Rose and Ms. Moran for stepping up.

A motion to adjourn was made by Mr. Barrett and was seconded by Mr. Zlotnick. On a voice vote, the motion passed unanimously.

The meeting was adjourned at 5:22 pm

**Saratoga County Prosperity Partnership****Expenditures****August 1, 2021 to August 31, 2021**

<b>Date</b>	<b>Type</b>	<b>No.</b>	<b>Payee</b>	<b>Category</b>	<b>Memo</b>	<b>Total</b>
08/30/2021	Check	2656	Saratoga County Chamber of Commerc	Rent or Lease		750.00
08/30/2021	Check	2655	Electronic Office Products	IT/Computer Services		180.00
08/20/2021	Check	2654	PVA	Rent or Lease		2,900.00
08/20/2021	Check	2653	PVA	Rent or Lease		1,122.58
08/04/2021	Expendi ture	1002	Saratoga County Chamber of Commerc	Rent or Lease	Teller Check 1002	750.00
08/04/2021	Check	2652	CP Saratoga LLC	StartUp NY Leaseback		3,625.00
<b>Total:</b>						<b>9,327.58</b>



# Saratoga County Prosperity Partnership

## Statement of Activity

January - August, 2021

	TOTAL	
	JAN - AUG, 2021	JAN - AUG, 2020 (PY)
<b>Revenue</b>		
10000 StartUp NY Leaseback	35,529.58	14,500.00
10015 Occupancy Tax Revenue	112,500.00	375,000.00
10020 Service Fee For Leaseback Program		1,105.99
10025 Fee For Services	10,120.00	2,680.00
10035 Grant Revenue	30,019.78	88,223.00
10040 Event Sponsorship		70.00
10055 PPP - SBA LOAN FORGIVIEN	55,503.92	
<b>Total Revenue</b>	<b>\$243,673.28</b>	<b>\$481,578.99</b>
<b>GROSS PROFIT</b>	<b>\$243,673.28</b>	<b>\$481,578.99</b>
<b>Expenditures</b>		
8100 Employee Expenses		
3000 - F Networking Meetings (deleted)		
7009-A Workshops and Networking events (deleted)		200.00
<b>Total 3000 - F Networking Meetings (deleted)</b>		<b>200.00</b>
3001 Automobile Allowance		500.00
8001 Payroll & 401K Fees	2,593.07	3,134.08
8002 Health & Dental Insurance	817.50	24,722.17
8003 Wireless & Data Fees	1,000.00	1,160.00
8004 Mileage Reimbursement	1,055.90	1,817.93
8005 Salaries & Wages	94,846.23	180,088.42
8006 401k Company Match	4,707.68	0.00
3008-A 401k Match - Jenny (deleted)		1,640.56
3008-B 401K Match - Marty (deleted)		389.65
3008-C 401k Match Michele (deleted)		1,737.04
8006D 401k Match (Shelby) (deleted)		4,269.68
<b>Total 8006 401k Company Match</b>	<b>4,707.68</b>	<b>8,036.93</b>
8007 Payroll Taxes		518.83
8007A Payroll Expense - SS	5,880.47	10,022.03
8007B Payroll Expense - Medicare	1,375.28	2,343.92
8007C Payroll Expense - FUTA	0.00	0.00
8007D Payroll Expense - SUI	755.24	-148.28
8007E Payroll Expense - NY Re-employ SVC	0.00	27.14
<b>Total 8007 Payroll Taxes</b>	<b>8,010.99</b>	<b>12,763.64</b>
<b>Total 8100 Employee Expenses</b>	<b>113,031.37</b>	<b>232,423.17</b>

# Saratoga County Prosperity Partnership

## Statement of Activity

January - August, 2021

	TOTAL	
	JAN - AUG, 2021	JAN - AUG, 2020 (PY)
9000 Operating Expenses		
3500 Programming & MOU Expenses		0.00
3047 Database & Information Clearing House	1,510.00	7,000.00
3048 Community Economic Development Plans/NWC	15,849.11	2,265.00
3049 Business Retention & Expansion (BRE)	963.00	
3060 StartUp NY Leaseback	36,250.00	10,875.00
<b>Total 3500 Programming &amp; MOU Expenses</b>	<b>54,572.11</b>	<b>20,140.00</b>
5200 General Office Expenses	2,262.94	1,958.38
5101 Printer Expenses	180.00	1,102.62
5102 Bank Service Charges	12.00	172.33
5103 Business Insurance	3,210.19	6,011.19
5104 IT/Computer Services	3,620.00	3,845.71
5105 Interest Expense (deleted)		-13.48
5107 Legal Fees	1,225.00	27,519.81
5108 Office Equipment	464.29	155.15
5109 Postage & Delivery	78.22	564.00
5110 Rent or Lease	11,522.58	24,936.48
5111 Utilities	1,571.98	1,784.20
5112 Newspaper Subscriptions (deleted)		1,895.79
7017-A Newspapers, Magazines Subscriptions (deleted)		291.00
<b>Total 5112 Newspaper Subscriptions (deleted)</b>		<b>2,186.79</b>
5120 Legal & Accounting Fees	16,638.50	
6002 Networking & Meetings	396.90	
6003 Dues & Memberships	2,515.00	965.00
3083A Dues & Memberships - BRE (deleted)		2,465.00
3083B Dues & Memberships - Attraction (deleted)		704.00
<b>Total 6003 Dues &amp; Memberships</b>	<b>2,515.00</b>	<b>4,134.00</b>
6100 Professional Development/Training	525.00	-809.00
6001 Employee Training (deleted)		682.50
<b>Total 6100 Professional Development/Training</b>	<b>525.00</b>	<b>-126.50</b>
7000-B1 Rent Expense - Copier (deleted)		938.84
7000-E Cleaning		845.00
7057 Conferences & Meetings		584.63
<b>Total 5200 General Office Expenses</b>	<b>44,222.60</b>	<b>76,599.15</b>
6200 Travel		8.00
4054 Ground Transportation (deleted)		10.00
6111 Travel Meals		343.44
<b>Total 6200 Travel</b>		<b>361.44</b>

# Saratoga County Prosperity Partnership

## Statement of Activity

January - August, 2021

	TOTAL	
	JAN - AUG, 2021	JAN - AUG, 2020 (PY)
7100 MARCOMM	3,496.78	
5001-F Misc (deleted)		861.28
7051 Advertising/Public Relations	257.00	1,354.68
7052 Digital Subscriptions	410.00	2,931.17
7053 Website/Domains (deleted)		5,342.21
<b>Total 7100 MARCOMM</b>	<b>4,163.78</b>	<b>10,489.34</b>
<b>Total 9000 Operating Expenses</b>	<b>102,958.49</b>	<b>107,589.93</b>
910 Uncategorized Expenditure	5,086.28	2,545.90
920 Prior Year Offset Adjustments		-3,885.05
<b>Total Expenditures</b>	<b>\$221,076.14</b>	<b>\$338,673.95</b>
NET OPERATING REVENUE	<b>\$22,597.14</b>	<b>\$142,905.04</b>
Other Expenditures		
940 Reconciliation Discrepancies	1,223.72	-23.75
<b>Total Other Expenditures</b>	<b>\$1,223.72</b>	<b>\$ -23.75</b>
NET OTHER REVENUE	<b>\$ -1,223.72</b>	<b>\$23.75</b>
NET REVENUE	<b>\$21,373.42</b>	<b>\$142,928.79</b>

# Saratoga County Prosperity Partnership

## Statement of Financial Position

As of August 31, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
Adirondack Trust Company	36,274.32
PPP Checking	0.00
USDA RBDG	30,029.78
<b>Total Bank Accounts</b>	<b>\$66,304.10</b>
Accounts Receivable	
1300 Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
1310 Prepaid Expenses	0.00
1320 Uncategorized Asset	-525.00
1330 Undeposited Funds	0.00
1360 Prepaid Insurance - Gen Liability	4,166.84
1370 Prepaid Insurance - Workers comp	4,466.12
<b>Total Other Current Assets</b>	<b>\$8,107.96</b>
<b>Total Current Assets</b>	<b>\$74,412.06</b>
Fixed Assets	
1385 Accumulated Depreciation	-6,140.49
1390 Furniture	16,743.86
<b>Total Fixed Assets</b>	<b>\$10,603.37</b>
<b>TOTAL ASSETS</b>	<b>\$85,015.43</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2100 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
2002 Shelby Schneider Credit Card	-107.32
<b>Total Credit Cards</b>	<b>\$ -107.32</b>
Other Current Liabilities	
2051 401K Employee Contributions	0.00
401K Employee Contribution (Shelby)	1,505.30
<b>Total 2051 401K Employee Contributions</b>	<b>1,505.30</b>
2053 Deferred Revenue	5,000.00
2054 IDA Fees Payable	0.00
2056 PPP SBA Loan	0.00
<b>Total Other Current Liabilities</b>	<b>\$6,505.30</b>
<b>Total Current Liabilities</b>	<b>\$6,397.98</b>
<b>Total Liabilities</b>	<b>\$6,397.98</b>
Equity	
4015 Unrestricted Net Assets	57,244.03
Net Revenue	21,373.42
<b>Total Equity</b>	<b>\$78,617.45</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$85,015.43</b>



# Saratoga County Prosperity Partnership

## Statement of Financial Position

As of August 31, 2021

	TOTAL	
	AS OF AUG 31, 2021	AS OF AUG 31, 2020 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
Adirondack Trust Company	36,274.32	183,833.68
PPP Checking	0.00	0.00
USDA RBDG	30,029.78	10.00
<b>Total Bank Accounts</b>	<b>\$66,304.10</b>	<b>\$183,843.68</b>
Accounts Receivable		
1300 Accounts Receivable	0.00	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other Current Assets		
1310 Prepaid Expenses	0.00	3,170.99
1320 Uncategorized Asset	-525.00	6,522.74
1330 Undeposited Funds	0.00	0.00
1350 Prepaid Expenditures - Business Recruiting (deleted)	0.00	1,908.00
1360 Prepaid Insurance - Gen Liability	4,166.84	4,166.76
1370 Prepaid Insurance - Workers comp	4,466.12	1,389.69
<b>Total Other Current Assets</b>	<b>\$8,107.96</b>	<b>\$17,158.18</b>
<b>Total Current Assets</b>	<b>\$74,412.06</b>	<b>\$201,001.86</b>
Fixed Assets		
1385 Accumulated Depreciation	-6,140.49	-4,839.31
1390 Furniture	16,743.86	16,743.86
<b>Total Fixed Assets</b>	<b>\$10,603.37</b>	<b>\$11,904.55</b>
<b>TOTAL ASSETS</b>	<b>\$85,015.43</b>	<b>\$212,906.41</b>

# Saratoga County Prosperity Partnership

## Statement of Financial Position

As of August 31, 2021

	TOTAL	
	AS OF AUG 31, 2021	AS OF AUG 31, 2020 (PY)
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
2100 Accounts Payable	0.00	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>	<b>\$0.00</b>
Credit Cards		
(7203) Michele Battle Credit Card (deleted)	0.00	830.58
2002A Credit Card Fees (deleted)	0.00	-10.00
<b>Total (7203) Michele Battle Credit Card (deleted)</b>	<b>0.00</b>	<b>820.58</b>
2002 Shelby Schneider Credit Card	-107.32	143.52
<b>Total Credit Cards</b>	<b>\$ -107.32</b>	<b>\$964.10</b>
Other Current Liabilities		
2051 401K Employee Contributions	0.00	0.00
401K Employee Contribution (Shelby)	1,505.30	634.15
401K Employee Contribution- Jenny (deleted)	0.00	111.12
401K Employee Contribution- Michele (deleted)	0.00	117.66
<b>Total 2051 401K Employee Contributions</b>	<b>1,505.30</b>	<b>862.93</b>
2053 Deferred Revenue	5,000.00	5,000.00
2054 IDA Fees Payable	0.00	0.00
2056 PPP SBA Loan	0.00	
<b>Total Other Current Liabilities</b>	<b>\$6,505.30</b>	<b>\$5,862.93</b>
<b>Total Current Liabilities</b>	<b>\$6,397.98</b>	<b>\$6,827.03</b>
<b>Total Liabilities</b>	<b>\$6,397.98</b>	<b>\$6,827.03</b>
Equity		
4015 Unrestricted Net Assets	57,244.03	63,150.59
Net Revenue	21,373.42	142,928.79
<b>Total Equity</b>	<b>\$78,617.45</b>	<b>\$206,079.38</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$85,015.43</b>	<b>\$212,906.41</b>



Saratoga County Prosperity Partnership			
Statement of Activity Comparison and Budget Report			
Year to Date: 1/1/21 - 8/31/2021			
Revenue	2021 Budget	YTD 2021	Percent to Budget
Occupancy Tax	\$450,000.00	\$112,500.00	25%
General Fund	\$0.00	\$0.00	0%
Grants	\$100,000.00	\$30,019.78	30%
Event Income	\$5,000.00	\$0.00	0%
Event Sponsorship	\$10,000.00	\$0.00	0%
Event Webinars	\$500.00	\$0.00	0%
Fee For Services	\$20,000.00	\$10,120.00	51%
Global Markets Revenue	\$10,000.00	\$0.00	0%
StartUp NY	\$2,500.00	\$35,529.58	1421%
PPP Loan Forgiveness	\$0.00	\$55,503.92	0%
IDA	\$2,000.00	\$0.00	0%
<b>Total Revenue</b>	<b>\$600,000.00</b>	<b>\$243,673.28</b>	<b>41%</b>
Employee Expenses	2021 Budget	YTD 2021	Percent to Budget
Auto Allowance	\$0.00	\$0.00	0%
Health & Dental Insurance	\$25,000.00	\$817.50	3%
Mileage Reimbursement	\$5,000.00	\$1,055.90	21%
Payroll & 401k Fees	\$3,863.00	\$2,593.07	67%
Payroll Taxes	\$22,000.00	\$8,010.99	36%
Salaries & Wages	\$226,000.00	\$94,846.23	42%
*401k Company Match	\$13,500.00	\$4,707.68	35%
Wireless & Data Fees	\$2,200.00	\$1,000.00	45%
<b>Total Employee Expenses</b>	<b>\$297,563.00</b>	<b>\$113,031.37</b>	<b>38%</b>
Operating Expenses	2021 Budget	YTD 2021	Percent to Budget
MARCOM	\$14,900.00	\$3,496.78	23%
Advertising	\$1,000.00	\$257.00	26%
Digital Subscriptions	\$500.00	\$410.00	82%
Sponsorships	\$500.00	\$0.00	0%
Professional Development & Training	\$1,500.00	\$525.00	35%
Conferences & Meetings	\$1,500.00	\$0.00	0%
Dues & Memberships	\$8,005.00	\$2,515.00	31%
**General Office Expenses	\$14,460.00	\$8,752.94	61%
Bank Service Charges	\$50.00	\$12.00	24%
Business Insurance	\$10,500.00	\$3,210.19	31%
Cleaning	\$1,560.00	\$0.00	0%
Computer Maintenance	\$5,520.00	\$3,620.00	66%
Legal & Accounting	\$35,750.00	\$17,863.50	50%
Networking Meetings	\$1,000.00	\$396.90	40%
Office Equipment	\$500.00	\$464.29	93%
Postage	\$150.00	\$78.22	52%
Rent	\$39,300.00	\$11,522.58	29%

Utilities	\$2,580.00	\$1,571.98	61%
<b>Total Operating Expenses</b>	<b>\$139,275.00</b>	<b>\$54,696.38</b>	<b>39%</b>
<b>Programming/ MOU Expenses</b>	<b>2021 Budget</b>	<b>YTD 2021</b>	<b>Percent to Budget</b>
Community Economic Development Plans/NWC	\$60,000.00	\$15,849.11	26%
Grant Assistance Program	\$15,000.00	\$36,250.00	242%
Business Retention & Expansion (BRE)	\$15,000.00	\$963.00	6%
Semiconductor & Technology Cluster	\$10,000.00	\$0.00	0%
Global Markets	\$20,000.00	\$0.00	0%
Database and Information Clearing House	\$3,000.00	\$1,510.00	50%
<b>Total Programming/MOU Expenses</b>	<b>\$123,000.00</b>	<b>\$54,572.11</b>	<b>44%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$559,838.00</b>	<b>\$222,299.86</b>	<b>40%</b>
<b>TOTAL NET REVENUE</b>	<b>\$40,162.00</b>	<b>\$21,373.42</b>	<b>53%</b>





To: Saratoga County Prosperity Partnership  
From: Timothy Dunn, DSG  
Project: Administrative and Strategic Support  
Date: September 7, 2021

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## Overview

The Saratoga County Prosperity Partnership (SCPP) is one of the newer economic development organizations in the State, but during its short existence has struggled at times with its mission, role with County government, and with partners. However, Saratoga County is poised for incredible success coming out of the COVID pandemic, with a hospitality sector roaring back to life, major investments like GlobalFoundries' Fab 8.2, and an on-going investment and growth mentality pervasive in the County. Given the right direction and leadership, SCPP could position the County for tremendous success for several generations.

Dunn Strategy Group (DSG) is a unique consulting firm that serves both public and private sector clients tackling challenges with economic development and growth, brand communications/strategy, and organizational development and strategy. DSG's founder and principal has served in senior economic development roles with Mohawk Valley EDGE and Empire State Development Corporation, along with serving as a consultant to CEG, SEDC, EDGE, SCPP, and other economic developers throughout the Northeast.

With nearly two decades of experience both as a strategic consultant and in-house leadership for economic developers in New York State and beyond, DSG is proposing a strategic relationship with SCPP, in which DSG provides contractual administrative and tactical support for SCPP operations, while undertaking a long-term strategic planning process to help SCPP realize its full potential.

## Objectives

*Administration and Operational Support* – Without the team of programmatic and administrative staff previously on board at SCPP, there are a variety of day-to-day activities to be supervised and managed on behalf of the SCPP Board of Directors. This support could include development and management of regular board meetings, providing daily support local businesses, developing proposals for interested investors and site selectors, and administering grant requirements. Specific financial oversight would still remain within the SCPP team, supported by SCPP Interim President and Treasurer, along with Saratoga County Budget staff support.

*Outreach, Marketing, and Engagement* – Given the changes in staffing and the challenges of the pandemic, much of the outreach and marketing previously undertaken by SCPP has slowed. However, with the economy reopening and new opportunities emerging, it will be important for SCPP to engage with local and regional partners to properly position Saratoga County for growth in key industry sectors. This could include a focus on economic development and planning support to municipalities. It will also be important for SCPP to develop and maintain strong relationships with County and Regional leaders, as well as with partners such as SEDC, the Saratoga County Chamber of Commerce, Discover Saratoga, and more.

*Strategic Development and New Program Activities* - With a changing economy and regional needs, it will be important for SCPP to look in the mirror to ensure the organization is engaged in the right programmatic activities, and is appropriately leveraging all the tools in the SCPP toolkit, including key Local Development Corporation (LDC) authorizations. Many of these activities could be engaged to support investment, drive strategic opportunities, and generally position the County for the right kind of growth.

*Transparency, Accountability, and Compliance* – Whenever possible, SCPP must operate in a transparent and accountable manner, not just to comply with County and State regulations, but also to ensure taxpayers are receiving the best bang for their buck as public funds are invested in the organization. SCPP's activities must focus first and foremost on the public good and must be in alignment with the priorities of Saratoga County's government and private sectors for economic development.

## **Scope of Work**

### *Operations*

DSG will serve as the contract administrative lead for SCPP, providing operational support for existing SCPP programs and activities. This responsibility will be conducted in concert with staff at Saratoga County with Administrative and Planning support staff being provided to support these operations. Administrative support includes but is not limited to duties that are presently handled by SCPP Interim President and support team. DSG will provide supervisory and strategic guidance, with Saratoga County providing a finance support professional, and some Planning Department staff support as needed. DSG support will include:

- Day to day operational responsibilities for administrative functions, including working with County Staff and Finance team on billing and payments, managing correspondence and inbound requests, and providing oversight for administration of existing grant programs and contractual obligations with other entities.
- Development and management of regular board meetings, including preparing and distributing board meeting materials and managing monthly meetings.
- Serving as day to day resource for support for local businesses seeking to grow in the County, as appropriate and in conjunction with partners at SEDC and the IDA.

### *Outreach*

DSG will serve as the primary lead and contact point for outreach and marketing activities related to SCPP and County priorities, managing direct and partnered outreach for Saratoga County. In many cases, this could and should mean DSG managing a contract with a vendor or vendors or partnering with another organization to properly tell Saratoga County's story.



DSG support will include:

- Managing SCPP website and social media properties.
- Developing and managing outreach priorities, as outlined by the Board.
- Managing contracts for marketing outreach, as appropriate and in alignment with partnership relationships.
- Develop and manage semiconductor industry outreach and engagement strategy, in conjunction with regional partners.
- Engagement with County, local/municipal, and regional leaders to identify priorities and supply tools for economic growth.
- Provide ongoing economic development support, as needed to various municipalities in the County.

#### *Strategic Development*

DSG will work with County leadership to outline and understand priorities for new programmatic activities. In this role, DSG would work with County Leadership and partner organizations including SEDC, IDA, Discover Saratoga, Chambers of Commerce, private companies, and others to identify the right approach to best drive economic growth in the County. Some activities could include:

- Engaging with partner organizations on collaborative efforts around tourism promotion and hospitality sector growth.
- Supporting and developing new approaches to workforce development issues in the County to help all employers - public and private - thrive.
- Deploying LDC tools to support key infrastructure and real estate market needs.
- Developing new strategies for collaborative promotion of County assets and sites.
- Seeking new areas for investment to drive improved Return on Investment for public dollars.

#### *Transparency and Accountability*

Working in conjunction with County officials and SCPP corporate counsel, work to ensure SCPP's activities and resources are engaged in the most transparent and ethical manner possible.

- Report to the SCPP Board of Directors with project status monthly or more frequently, as necessary.
- Review existing policies on transparency and accountability, with an eye towards improving communications and transparency across the board.
- Assessing options for the future of SCPP, with a specific focus on aligning the organization's resources and operations with the priorities and needs of businesses, local municipalities, and the Board of Supervisors.
- Work with County officials and Counsel to ensure compliance with all State and local regulations on accountability, including Open Meetings Law, PARIS and ABO compliance, and managing training and compliance for such.
- Seek an open dialogue with County leadership and the business community to build improved long term collaborative priorities.

### **Confidentiality**

DSG recognizes that at points in the engagement, SCPP, its clients and/or its Board may need to reveal certain confidential information to DSG. DSG commits to maintaining confidentiality in compliance with SCPP policies on any such noted material, as noted below:

1. **"Confidential Information."** As used in this Agreement, "Confidential Information" shall mean information disclosed by SCCP or related parties to DSG that is related to competitive product information, market goals and targets, processes, equipment, product development and/or business plans; and has been identified as confidential by SCPP.
2. **Use/Disclosure of Confidential Information.** DSG shall not use or disclosure any identified Confidential Information without the express written consent of SCPP.
3. **Term.** This agreement shall remain in effect for six months beginning October 1, 2021. This agreement may be extended for an additional six months to September 20, 2022 upon written approval by both parties.

## Budget and Terms

### *Compensation and Billing*

DSG's services will subject to a monthly retainer of **\$7,000**. DSG will submit invoices monthly to the Interim President on or around the last day of each month. SCPP agrees to pay invoices in full within 30 calendar days.

DSG will be reimbursed for any actual expenses incurred in furtherance of its work for SCPP, invoicing SCPP separately at the end of the month in which the expense was incurred. Any expenses more than \$500 will require pre-approval. Any mileage will be billed at the current IRS rate per mile.

### *Entire Agreement*

This Agreement constitutes the entire agreement between DSG and SCPP for this project and supersedes any other agreement or proposal, whether verbal or written for this project.

### *Timeline and Termination*

This agreement will commence on October 1, 2021. The agreement will be valid for six calendar months, expiring on March 31, 2022. Should both parties agree, this contract could be extended an additional six months, to September 20, 2022, upon written approval of both parties.

I look forward to getting to work!



Timothy Dunn  
President, Dunn Strategy Group

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Maria Moran, Chair  
Saratoga County Prosperity Partnership