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**Hamburg Industrial Development Agency
Audit Committee Meeting
October 18, 2023
Blasdell Village Hall**

Present

Bob Hutchison
Davis Podkulski
Robert Reynolds

Guests

Mary Doran

Executive Director

Sean Doyle

-Doyle opened the meeting at 9:00am

Doyle reviewed with the committee a letter received from the Authorities Budget Office dated 10-3-2023 regarding their audit of the HIDA website. Per the letter, the HIDA is posting most of the required information on the website.

There are a few items in question which Doyle and the committee talked through if it was law under section 2800 or ABO recommended practice;

- IDA Board Member – employment & professional background
- Committee meetings, notices, agendas, packets, minutes and recordings

Additionally the items in question below already appear in some form on the website or in PARIS. Doyle will be meeting with the ABO for further clarification.

- Annual Performance Evaluation & Performance Measurement (Management Letter)
- Management Assessment?
- Project Assessments (in PARIS)
- List of real property owned
- Procurement Report (in PARIS)

Several items will be added without additional guidance;

- Enabling Statute
- Standard Application form with watermark
- UTEP Evaluation Criteria and Section Policy
- ST-62

Doyle will recap with committee after meeting with the ABO

-meeting adjourned at 9:30am

Sincerely,

Sean Doyle, Executive Director