

# OPERATION OSWEGO COUNTY, INC.

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## **I. AUTHORITY**

Operation Oswego County, Inc. is a private non-profit economic and job development corporation. Its service territory encompasses all of Oswego County.

## **II. MISSION STATEMENT**

The mission of Operation Oswego County, Inc. is to establish and implement sound economic development strategies in order to enhance the economic vitality of Oswego County's businesses, industries, and citizens, leading to an overall better quality of life.

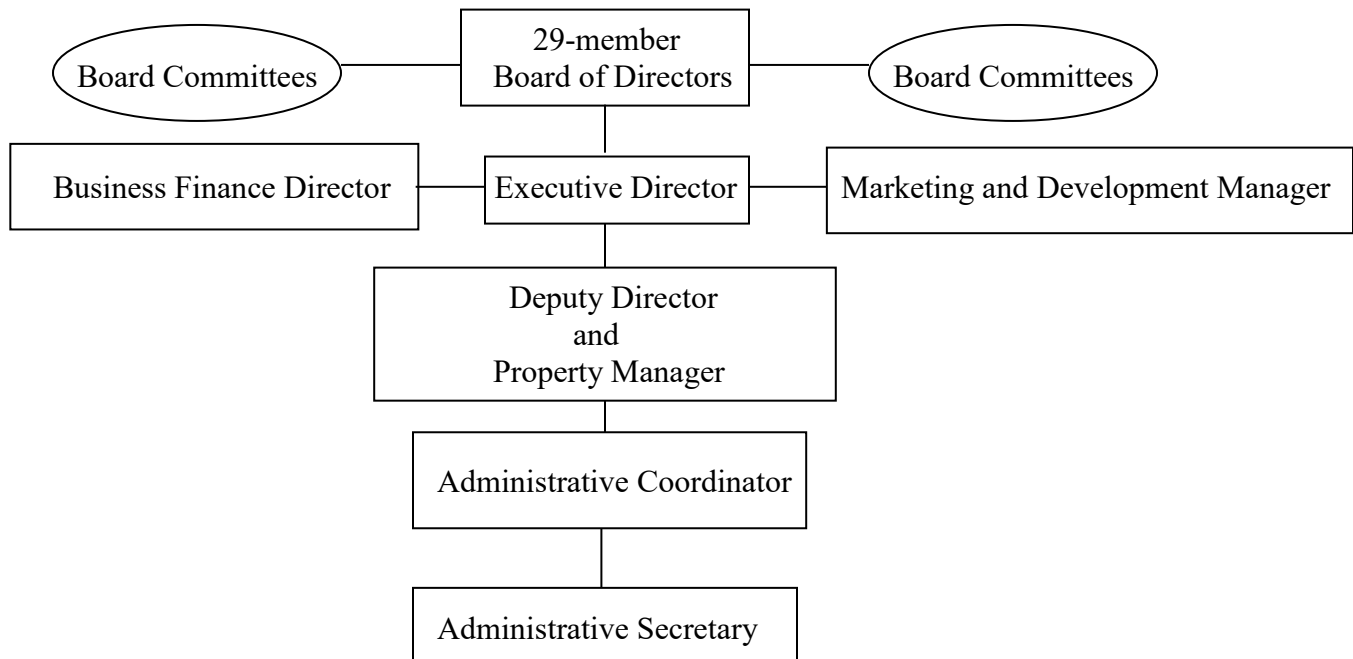
Key to our mission is the creation and retention of job opportunities, diversification and strengthening of our economic base, and developing the local economy in a planned, organized and environmentally-friendly atmosphere.

## **III. VISION STATEMENT**

Oswego County has a wide range of employment opportunities, active businesses, strong rural communities, a sustained manufacturing and agricultural base, and an international reputation as a good place to live, and a good place to invest.

## **IV. ORGANIZATION AND MANAGEMENT**

An elected, 24-member Board of Directors provides strategic oversight and planning, along with 5 Ex-Officio members: Chair of the County Legislature, Chair of the County Economic Development and Planning Committee, the County Administrator, SUNY Oswego President, and the County of Oswego IDA Chair.



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## A. 2019 BOARD MEETING SCHEDULE

DATE	TIME	TYPE
<b>January 24</b> (Thursday)	8:30 a.m.	Executive Committee
<b>February 25</b> (Monday)	3:00 p.m.	Full Board
<b>April 18</b> (Thursday)	8:30 a.m.	Executive Committee
<b>May 13</b> (Monday)	3:00 p.m.	Full Board
<b>June 14</b> (Friday)	8:00 a.m.	Annual Meeting
<b>August 22</b> (Thursday)	8:30 a.m.	Executive Committee
<b>September 16</b> (Monday)	3:00 p.m.	Full Board
<b>November 14</b> (Thursday)	8:30 a.m.	Executive Committee
<b>December 16</b> (Monday)	3:00 p.m.	Full Board

## B. BOARD COMMITTEES

There are four standing committees comprised of appointed board members, which govern specific operational areas.

- **Executive Committee**  
Responsible for corporate business; acts as the finance, audit and governance committees; acts on behalf of Board of Directors; and develops strategies to enhance economic development.
- **Real Estate Development Committee**  
Responsible for oversight of industrial parks and incubators including review and approval of tenants, capital improvements, property acquisition and disposition, and development of strategies to implement infrastructure improvement.
- **Marketing & Development Committee**  
Responsible for reviewing marketing and public relations strategies including promotional materials and the development of fundraising initiatives.
- **Business Outreach Committee**  
Responsible for developing strategies for early warning detection and assistance in retention and expansion initiatives and oversight and coordination of workforce development with appropriate training agencies.

## 2019 COMMITTEE MEETING SCHEDULE

DATE	TIME	TYPE
<b>March 21</b> (Thursday)	9:00 a.m.	Real Estate Development Committee
<b>March 26</b> (Tuesday)	9:00 a.m.	Business Outreach Committee
<b>April 3</b> (Wednesday)	9:00 a.m.	Marketing & Development Committee
<b>September 12</b> (Tuesday)	9:00 a.m.	Real Estate Development Committee
<b>October 23</b> (Wednesday)	9:00 a.m.	Marketing & Development Committee

### C. STAFFING

The Executive Director reports directly to the Board of Directors. The organization's staff reports directly to the Executive Director for their respective oversight areas.

Teamwork and flexibility are essential ingredients for the effectiveness of this organization, particularly due to its small staff size. While assignments vary on a day-to-day basis depending upon prospect activity, the *primary* responsibilities for each employee are outlined below.

➤ **Executive Director – L. Michael Treadwell**

- represents County economic development at local, state and federal levels;
- prepares and oversees all contracts and budgets;
- responsible for reporting to SBA, USDA, ESDC, NYSOSC, NYSABO and the County Legislature;
- serves as CEO of the County of Oswego IDA and Oswego County Civic Facilities Corporation (OCCFC);
- responsible for business outreach/prospect development/deal closings;
- oversees human resource functions; and
- serves on the CNY REDC.

➤ **Deputy Director and Property Manager – Austin Wheelock**

- assists with providing technical support for economic development projects;
- assists with the necessary research regarding sites, buildings and parks, including engineering studies, RFP responses and zoning related issues;
- coordinates maintenance and contractor activities at all OOC and IDA buildings, incubators and industrial parks;
- assists with business outreach/prospect development;
- oversees OOC and IDA properties and buildings;
- oversees available sites and building profiles;
- assists the Executive Director on OOC management issues; and
- serves as organizer for Real Estate Development Committee.

➤ **Business Finance Director – Kevin LaMontagne**

- assists with financial underwriting for loan applicants;
- responsible for packaging SBA loans;
- serves as CFO of the County of Oswego IDA and OCCFC;
- monitors loans with OOC, the County of Oswego IDA and SBA;
- works as liaison to the banking community; and
- serves as organizer for Business Outreach Committee.

➤ **Marketing and Development Manager – Evelyn LiVoti**

- develops marketing strategies and implements the annual marketing plan;
- develops and implements annual fund drive efforts;
- assists with coordination of special events, including announcements, ribbon cuttings, groundbreakings, annual meeting;
- develops and coordinates public relations initiatives including the UEJ Coalition;
- coordinates business marketing aspects of the County's Economic Advancement Plan;
- produces and distributes OOC's E-News;
- coordinates the development of all promotional materials; and

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- serves as organizer for Marketing & Development Committee.
- **Administrative Coordinator – Teresa Woolson**
  - responsible for OOC, OOCFI, IDA and OCCFC record keeping and reporting;
  - acts as recording secretary for OOC and OOCFI board meetings;
  - oversees OOC and IDA financing portfolio;
  - provides administrative support for SBA 504 and USDA IRP programs;
  - coordinates PARIS reporting for OOC, IDA and OCCFC; and
  - coordinates efforts related to the annual audits for OOC and the IDA.
- **Administrative Secretary – Karen Perwitz**
  - responsible for reception;
  - assists with record keeping and clerical activities for all staff;
  - assists with monthly EDAR reports;
  - assists in coordination of meetings and special events;
  - provides administrative support assistance for the SBA 504 program; and
  - responsible for office supplies procurement.