

## EDC Warren County Governance Committee

Minutes of August 13, 2019

Present: Dr. Kristine Duffy, Member, EDC Director

Chis Barden, Member, EDC Vice Chairperson

Mike Pratt, Member – via phone

Alex Rotolo, Member

On August 13, 2019, the Governance Committee of the EDC Board of Directors for the Economic Development Corporation met in the SUNY Adirondack's President's Office at 640 Bay Rd. in Queensbury, NY. The following items of business were discussed:

Call to order: Governance committee chair, Dr. Kristine Duffy, called the meeting to order at 8:03 a.m.

### Items

Approval of May 31, 2019 minutes: On a motion made by member Rotolo, and seconded by member Barden, the meeting minutes were unanimously approved.

Discussion of new policy guidance from ABO - Website posting & maintenance: Staff member Switzer updated the members on new guidance regarding website posting & maintenance. EDC is currently in compliance with most of the guidance provided. Two specific items were discussed regarding "Report on Operations and Accomplishments" and "List of Authority Board Members" and EDC's need to update the structure of current reports and addition of data for each board member. It was the consensus of the group to make improvements to the annual report to include more concise reporting that identifies measurable goals/initiatives members, stakeholders and the business community can identify with.

Employee Handbook – The group discussed the status of updating the current handbook requesting staff member Switzer first secure a legal opinion on a couple of outstanding issues as to EDC's responsibility to comply with various employment policies, especially those regarding leave benefits. Jennifer will reach out to the attorney who had been handling a recent employee case to secure the opinion. Jennifer will begin outreach to a local HR professional with a scope of services to update the handbook.

By-law review – video conference option for Board Meetings – Staff member Switzer updated the committee that the current by-laws do allow for video conferencing for board members. She then outlined EDC's current capacity to utilize video conferencing with a suggestion that Board Members are polled for their interest in this meeting alternative including everyone's capacity to meet the requirements to allow this alternative.

New Business – The committee members discussed and agreed to move the meetings to the Wednesday before EDC’s full BOD meeting due to a conflict in a member’s schedule. Chair Duffy will send out the corresponding invites to members and staff.

With no other business to discuss, Member Barden motioned to adjourn the meeting, seconded by Member Rotolo, and unanimously approved adjournment at 8:54 a.m.

DRAFT