



Governance Committee of the Economic Development Corporation

Minutes of July 18, 2023 Meeting

Present: Sue Corney – Chair of Committee
Mike Pratt – Member

Absent: Dr. Kris Duffy – Member

Staff: Jim Siplon – President
Tricia Hartle – Economic Development Coordinator

On July 18, 2023 the Governance Committee of the Economic Development Corporation was held in person at EDC's office at 11 South Street in Glens Falls. The following items were discussed.

- I. *Welcome & Call to Order:*** Committee Chair Sue Corney welcomed committee members and staff and called the meeting to order at 9:15 a.m.
- II. *Old/New Business:***
 - Minutes: Committee members will carry the June 15 minutes to approve at the August meeting, as Member Mike Pratt was not present at the June meeting.
 - Board Seat: Committee is actively recruiting for vacant seat on Board.
 - Annual Luncheon: EDC Annual Luncheon discussed – President Siplon securing guest speakers for event. No announcements until speakers secured.
 - EDC Employee Handbook: The EDC Draft Employee handbook was provided to members for their review. Committee will indicate changes/edits after their review at the August Committee Meeting and will approve advancement to the Board for the September meeting. Chair Corney indicated the need to have a Workforce Harassment Complaint form and a process to address. President Siplon concurred. Mike Pratt shared the process by which his organization follows. The committee indicated the complaint should be handled by the Contracted HR Consultant. (Currently Integra HR).
 - Staffing: staffing discussion tabled for next meeting due to time constraints.
- III. *Adjournment:*** With no further business to come before the Governance Committee, a motion was made by Chair Corney seconded by Mike Pratt and carried unanimously to adjourn the meeting at 9:31 a.m.