



## **Governance Committee Minutes of November 14, 2024 Meeting**

*Present:* Sue Corney – Chair of Committee  
Melanie Weber – Member  
Mike McLarty – Member  
Dr. Kris Duffy – Member

*Staff:* Jim Siplon – President, EDC  
Tricia Hartle – Economic Development Coordinator  
Emily Discenza – Marketing/Communications Manager

On November 14, 2024 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 8:30 a.m.; motion made by Melanie Weber; seconded by Mike McLarty.
- II. *Old/New Business:***
  - a. Minutes:** Draft of October 15, 2024 meeting – motion to approve by Dr. Duffy; seconded by Mike McLarty. No discussion; unanimous; motion carries.
  - b. Establishment of Executive Committee:** Discussion to recommend to the full board the creation of an Executive Committee to address personnel matters; operational matters and strategic initiatives. Motion to approve advancement to Board and for consideration and/or for resolution, made by Melanie Weber; seconded by Dr. Duffy. No discussion; unanimous; motion carries.
  - c. Annual Salary/wage Increase:** Discussion resulted in recommendation to incorporate language into the employee handbook regarding eligibility for increases and an annual review of employees and subsequent approval by the full board via resolution annually. The Employee Handbook will be reviewed in 2025 by the Governance Committee and/or Executive Committee for updating.
  - d. New Board Member recommendation:** Motion to advance to full board, the approval of Paul Wersten, Arrow Financial, to the EDC Board of Directors, Seat #12. Motion

made by Melanie Weber; Seconded by Dr. Duffy. No further discussion; unanimous; motion carries.

- e. Review of Policies: Tricia Hartle provided the updates to the State's policy on Sexual Harassment provided by Integra HR, the contracted entity assisting EDC. After discussion, the committee agreed to incorporate said policy into the Employee Handbook as part of the edits in 2025 and create a simplified EDC Sexual Harassment Prevention Policy referencing the handbook and the state's policy

Policy #23, FOIL Policy was reviewed, and no changes were suggested.

- f. EDC 2024 Membership Campaign: Tricia Hartle reviewed several lists that explained the outreach provided to 230 potential members. A status report was provided to the Committee outlining membership thus far, included alliance members for reciprocal membership(s).

- g. Governance Committee Calendar 2025: The committee agreed to meet on a quarterly basis in 2025, unless an issue arises that requires an additional meeting.

**III. *Executive Session:*** Not applicable

**IV. *Adjournment:***

With no further business to come before the Governance Committee, a motion was made by Mike McLarty to adjourn; seconded by Melanie Weber and carried unanimously to adjourn the meeting 9:26 a.m.