



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.



To: **Governance Committee Members**

Re: **Minutes of June 14, 2023**

Present: Sue Corney – Chair of Committee

Dr. Kris Duffy – Member

Absent: Mike Pratt – Member

Staff: Jim Siplon – President

John Wheatley – Vice President

Diane Dumouchel – Director of Finance & Compliance

On June 14, 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 8:00 a.m.
- II. *Old/New Business:***
 - a.** Minutes: Motion to approve May 10, 2023 meeting minutes by Dr. Duffy; seconded by Chair Corney.
 - b.** EDC Events Update: Jim Siplon updated members on the estimated attendance for the June 15th "Who is Going to do the Work". Concerned that attendance will be impacted by the fact that the Albany Business Review is holding a similar event on the same day. The topic of how to grow the workforce is discussed, particularly re: the barriers to entry into vocational/trades training programs and the incentives to follow a conventional 4-year college path.
 - c.** The committee discussed succession for board members.
 - d.** The committee discussed potential topics for future events.
 - e.** Jim Siplon provided a staffing update. Amy Potter will receive one payment as a contractor for her work wrapping up the June 15th event. Kara Barosi will finishing her contract in June. The EDC has taken on a new summer intern, John Wheatley JR. John's entering his senior year in Communication Studies. He'll be doing social media posts and other marketing tasks
- III. *HR External Support Updates:*** EDC has met with HR Integra to review initial draft handbook. Expect to have a first draft later this week.
- IV. *Goals & Membership:*** The committee discussed the ongoing efforts for continued outreach to businesses to further membership, inclusive of "in-kind" contributions. Staff at the EDC have prepared materials that can be provided to prospective members.

- V. **Adjournment:** With no further business to come before the Governance Committee, a motion was made by Dr. Duffy seconded by Chair Corney and carried unanimously to adjourn the meeting at 8:44 a.m.

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