

OFFICERS

CHAIR  
Dr. Diane Eynon

VICE CHAIR  
Lynn Archer

TREASURER  
Steven L. Kelley, FACHE

SECRETARY  
Michael J. Ham

ASSISTANT SECRETARY  
Rashida Tyler

ASSISTANT TREASURER  
Rachel Silverman, Esq.

BOARD MEMBERS  
Lynn Archer  
Dr. Diane Eynon  
Michael J. Ham  
Steven L. Kelley, FACHE  
Rachel Silverman, Esq.  
Rashida Tyler  
Kaustubh Wahal

October 17, 2022 – 12:00 **PM**

Legislative Chambers  
County Office Building, 6<sup>th</sup> Floor,  
244 Fair Street, Kingston, NY 12401

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the Minutes – September 15, 2022 Meeting
5. Public Comment (Agenda Items Only)
6. Executive Session (if necessary)
7. Old Business
  - Review of Administrative Staff Organization
  - **Revolving Door Policy**
8. New Business
9. Adjournment

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.

# Item 3.

## Roll Call

	<u>Present</u>	<u>Absent</u>
Michael J. Ham, Committee Chairman	_____	_____
Lynn Archer	_____	_____
Kaustubh Wahal	_____	_____

# UCIDA

---

Ulster County Industrial Development Agency

---

## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY GOVERNANCE COMMITTEE MINUTES September 15, 2022

---

A special meeting of the Governance Committee of the Ulster County Industrial Development Agency was held on Thursday, September 15, 2022 at 9:30 A.M.

The following committee members were present:

Michael J. Ham	Committee Chairman
Lynn Archer	
Kaustubh Wahal	

The following Agency members were absent with notice:

None

The following additional Agency members were present:

None

Additional Attendees:

A. Joseph Scott, III, Esq.	Agency Counsel (via phone)
Amber Feaster	Agency Staff (via phone)
Jay Mahler	Agency Staff

The meeting was called to order at 9:34 A.M. by Chairman Ham.

### **PLEDGE OF ALLEGIANCE**

Roll was called, and it was noted that a quorum was present.

### **APPROVAL OF MINUTES**

**Motion:** Lynn Archer, seconded by Kaustubh Wahal, moved to amend and approve the minutes of the September 8, 2022 Governance Committee meeting.

**Vote:** The motion was adopted (3-0).

### **PUBLIC COMMENT**

No public comment to be reported.

### **EXECUTIVE SESSION**

**Motion:** Lynn Archer, seconded by Kaustubh Wahal, moved enter into exempt session at 9:38 A.M. for the purpose of obtaining the advice of Counsel on Non-Disclosure Agreements.

**Vote:** The motion was adopted (3-0).

**Motion:** Lynn Archer, seconded by Kaustubh Wahal, moved exit out of exempt session at 10:03 A.M.

**Vote:** The motion was adopted (3-0).

Chairman Ham noted that no action was taken during exempt session.

### **OLD BUSINESS**

#### **Review of Administrative Staff Structure**

Chairman Ham introduced the review of the administrative staff structure of the Agency. Mr. Wahal acknowledged that the draft before the Committee is subject to Counsel's review. Mr. Wahal explained the changes made to the presentation since the last Governance Committee meeting, saying he would like for it to include the Agency's working groups. Discussion pursued on the pros and cons of the Agency employing versus contracting staff. Committee members emphasized the need for continuity and transparency, and the importance of presenting the document to the Board for input, review, and approval. Further discussion pursued on Board member terms, office space, document storage, the roles and responsibilities of each of the positions identified, and the Agency's audio / visual needs. Mr. Wahal agreed to incorporate comments and feedback, and to circulate the draft document to Counsel for review. Chairman Ham thanked the Committee members for their hard work and progress. Ms. Archer noted that the Executive Director will not have a standard workday and will not work entirely within the confines of an office as the Agency's needs extend beyond this.

## **NEW BUSINESS**

### **Housing**

Chairman Ham acknowledged that housing is a necessary topic for the Committee to discuss and consider, disclosing that he would like to bring perspective and input in from a number of different individuals throughout the Community. Committee members emphasized that the housing crisis will take a collaborative effort to combat.

### **Non-Disclosure Agreements**

Chairman Ham agreed to follow up with Counsel to draft a Non-Disclosure Policy for Board consideration at the next Regular Meeting of the Board.

## **ADJOURNMENT**

**Motion:** Kaustubh Wahal, seconded by Lynn Archer, moved to adjourn the meeting.

**Vote:** The motion was adopted (3-0).

The meeting was adjourned at 10:32 A.M.

Respectfully submitted,

Amber Feaster, Staff