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Rachel Silverman, Esq.

BOARD MEMBERS

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

September 15, 2022 - 9:30 AM

Legislative Chambers
County Office Building, 6th 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 8, 2022 Meeting
5. Public Comment (Agenda Items Only)
6. Executive Session (if necessary)
7. Old Business:
 - Review of Administrative Staff Organization
8. New Business - None
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 8, 2022

A special meeting of the Governance Committee of the Ulster County Industrial Development Agency was held on Thursday, September 8, 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:

Additional Attendees:	
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

The members of the Committee participated in the Pledge of Allegiance to the flag.

ROLL CALL

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

APPROVAL OF MINUTES

Motion: Lynn Archer, seconded by Kaustubh Wahal, moved to approve the minutes of the August 4, 2022 Governance Committee meeting as presented.

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

PUBLIC COMMENT

No public comment to be reported.

EXECUTIVE SESSION

No Executive Session.

OLD BUSINESS

Review of Administrative Staff Structure

Chairman Ham introduced the topic of the review of the administrative staff structure of the Agency. Ms. Archer noted that there is a contract currently with the Ulster County Office of the Legislature which goes through the end of February, mentioning that maintaining independence is of high importance. Ms. Archer noted that Committee is currently reviewing all of their options and would like to present the board with a recommendation within a few months. Mr. Wahal acknowledged that continuity is highly important when considering the Agency's staffing structure. Committee members discussed the flow of communication between staff and board members, titling the position "Executive Director" rather than "Chief Executive Officer", and how to address the audio / visual portion of the agency's needs. The board teleconferenced Amber Feaster who introduced herself as acting staff and confirmed that she will administer the Agency's PARIS filing for the current year. Committee members acknowledged that the current arrangement may be an issue of capacity. Mr. Wahal questioned what board requirements are, noting how these will affect the administrative needs of the Agency. Committee members briefly reviewed several different staffing options, emphasizing that proper distribution of duties will be essential, and that the Executive Director position contains a wide range of duties which will require additional support. Committee members further discussed the next few steps to be completed prior to the next Governance Committee meeting.

NEW BUSINESS

Non-Disclosure Agreements

Ms. Archer expressed interest in the creation of a policy that would address the use of confidential information upon departure from the Agency. Mr. Ham acknowledged the Agency's current Non-Disclosure practices as they pertain to Board members. Ms. Archer noted that a policy or legislation may be required to extend this practice to additional parties that may obtain privileged information. Mr. Wahal suggested extending the period of protection beyond what is currently obtained through the use of a non-disclosure agreement. Mr. Ham agreed to follow up with the Agency's legal council on the matter.

ADJOURNMENT

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

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

The meeting was adjourned at 10:31 A.M.

Respectfully submitted,

Amber Feaster, Staff