

# UCCRC

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Ulster County Capital Resource Corporation

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## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY GOVERNANCE COMMITTEE MINUTES November 5, 2020

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A special meeting of the Governance Committee of the Ulster County Capital Resource Corporation was held on Thursday, November 5, 2020, immediately following the Governance Committee meeting of the Ulster County Industrial Development Agency at the Legislative Chambers in the County Office Building, 244 Fair Street, 6<sup>th</sup> Floor, Kingston, NY.

**Roll Call:**

The following committee members were present:

Michael J. Ham	Committee Chairman
Richard O. Jones	
Diane Eynon	

The following committee members were absent with notice:

The following additional Agency members were present:

Additional Attendees:

Rose Woodworth	Chief Executive Officer
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The meeting was called to order at 3:20 P.M. by Committee Chairman Michael J. Ham.

**ROLL CALL**

The roll was read, and it was noted that a quorum was present.

### **APPROVAL OF MINUTES**

The members of the Committee reviewed the draft minutes from the August 4, 2020 meeting.

**Motion:** Diane Eynon, seconded by Richard Jones, moved to approve the minutes of the August 4, 2020 meeting.

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

### **NEW BUSINESS**

#### **Review of Current Policies**

The Committee is continuing to work on reviewing all of the Agency's policies:

- No Extension of Credit Policy: No changes necessary.
- Organizational Chart: Same changes as discussed in the IDA meeting.

**Motion:** Richard Jones, seconded by Diane Eynon, moved to present the changes to the Organizational Chart to the full Board.

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

- Property Disposition Policy: Same changes as discussed in the IDA meeting.

**Motion:** Richard Jones, seconded by Diane Eynon, moved to present the changes to the Property Disposition Policy to the full Board.

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

- Whistle-Blower Protection/Code of Conduct Policy: No changes necessary.

**Motion:** Richard Jones, seconded by Diane Eynon, moved to accept the policy as is and create a harassment policy that will specifically address sexual harassment and a hostile work environment.

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

### **Policies to be Created**

- FOIL Policy: Same as discussed in the IDA meeting.

**Motion:** Richard Jones, seconded by Diane Eynon, moved to present the policy with the changes discussed to the full Board.

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

- Policy for Retained Jobs: Same as discussed in the IDA meeting.

**Motion:** Richard Jones, seconded by Diane Eynon, moved to accept the Policy for Retained Jobs.

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

### **PUBLIC COMMENT**

No public comment received.

### **ADJOURNMENT**

**Motion:** Diane Eynon, seconded by Richard Jones, moved to adjourn the meeting.

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

The meeting was adjourned at 3:23 P.M.

Respectfully submitted,

Michael J. Ham, Committee Chair