

# UCIDA

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Ulster County Industrial Development Agency

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## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY GOVERNANCE COMMITTEE MINUTES March 31, 2022

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A meeting of the Governance Committee of the Ulster County Industrial Development Agency was held on Wednesday, March 31, 2022, at 2:07 P.M. via Zoom.

**Roll Call:**

The following committee members were present:

Michael J. Ham	Committee Chairman
Diane Eynon	

The following committee members were absent with notice:

Richard O. Jones

The following additional Agency members were present:

James Malcolm

Additional Attendees:

Rose Woodworth	Chief Executive Officer
A. Joseph Scott	Agency Counsel
B. William	

The meeting was called to order at 2:07 A.M. by Committee Chairman Michael J. Ham.

**PLEDGE OF ALLEGIANCE**

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

**ROLL CALL**

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

### **APPROVAL OF MINUTES**

Approval of minutes for the last board meeting, January 12, 2022.

**Motion:** Diane Eynon, seconded by Michael J. Ham, moved to approve the minutes of the January 12, 2022 Governance Committee meeting.

**Vote:** The motion was unanimously adopted (5-0).

### **PUBLIC COMMENT ON AGENDA ITEMS ONLY**

No public comments.

### **EXECUTIVE SESSION**

Will involve the financial history and personal qualifications.

**Motion:** Diane Eynon, seconded by Michael J. Ham, made a motion to go into the executive session.

**Vote:** The motion was unanimously adopted (5-0).

### **OLD BUSINESS**

#### **Mentoring Program Update**

CEO's Rose Woodworth updated IDA's brochure. Rose expresses how she would like to drop off some of them at Economic Development. This plan is to have people look through the information before calling the agency.

### **NEW BUSINESS**

#### **POLICIES TO BE CREATED**

##### **UCIDA Fees Shared with UCCRC**

No new business.

#### **POLICIES TO BE AMENDED**

##### **Procurement Policy (NDA, RFP)**

No policies to be amended.

**Motion:** Richard O. Jones, seconded by Diane Eynon, made a motion to submit the revised procurement policy to be presented to the Board.

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

### **Compensation Policy (site visits)**

No compensation policy.

**Motion:** Richard O. Jones, seconded by Diane Eynon, made a motion to accept the changes to the compensation and attendance policy.

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

### **Labor Policy**

CEO Rose Woodworth expresses how there has been resolutions last board meeting about fixing the administrative information to put it in line with the Matrix. This is where the board started discussing whether to incorporate a drug screening. Chairman Michael J. Ham adds that he spoke with Agency Counsel Joseph Scott about the subject. Joseph is now getting clarity from a legal perspective now.

### **Housing Policy**

Chairman Michael J. Ham expresses how the board is trying its best to help with the housing crisis and their entity. Currently, the moratorium is on it, which comes to fruition on April 15<sup>th</sup>. Michael then goes on to express how there is still data that is being collecting and figuring out what best fits the board. The board is figuring out how it can help with the housing problem. Michael hopes to have another meeting between this one and the next meeting, April 20<sup>th</sup>. He hopes to have a good discussion furthering the help for the housing crisis. Diane Eynon expresses how she will work with Rose to get the committee working group back together prior to the next governance meeting.

### **UTEP and Matrix**

Chairman Michael J. Ham expresses there were some language changes in the Matrix. CEO Rose Woodworth recommends that any changes for UTEP would have to under a public hearing for transparency. Rose discusses how the board decided to have a motion for the adjustments to be made to the UTEP and Matrix. Here is the list:

- A. Remove public transportation
- B. Add community involvement criteria and apply the criteria of 3, 5, or 8 services from local vendors or providers. This is to gain either 1, 2, or 3 points respectively.
- C. Community involvement would be for the life of the pilot, not just for a few years.

Rose expresses how last meeting, January 12<sup>th</sup>, the board started to discuss how if a project was going to use a contractor or subcontractor that used a New York State apprenticeship program, this could be another way of earning points in the community investment column.

### **NEW BUSINESS**

#### **Review of Administrative Staff Contract**

CEO Rose Woodworth has the contract due on June 30<sup>th</sup>. Rose expresses that there were no changes made to the contract from the last board meeting. The board has discussed adding language. Michael J. Ham then suggests if the board can recommend extending the contract for two years. Rose expresses how you can extend a contract for more than one year due to the RFP's being every three years and then be reviewed annually. Rose recommends checking in quarterly with contracts in order to stay organized.

### **ADJOURNMENT**

**Motion:** Diane Eynon, seconded by Michael J. Ham, moved to adjourn the meeting.

**Vote:** The motion was unanimously adopted (5-0).

The meeting was adjourned at 3:09 P.M.

Respectfully submitted,

Michael J. Ham, Committee Chair