

# UCIDA

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Ulster County Industrial Development Agency

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## ULSTER COUNTY INDUSTRIAL DEVELOPMENT AGENCY GOVERNANCE COMMITTEE MINUTES April 6, 2021

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A meeting of the Governance Committee of the Ulster County Industrial Development Agency was held on Tuesday, April 6, 2021, at 9:00 A.M. via Zoom.

**Roll Call:**

The following committee members were present:

Michael J. Ham	Committee Chairman
Richard O. Jones	

The following committee members were absent with notice:

Diane Eynon

The following additional Agency members were present:

James Malcolm	<b>Left meeting at 9:39 am</b>
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Additional Attendees:

Rose Woodworth	Chief Executive Officer
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The meeting was called to order at 9:08 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**

The members of the Committee reviewed the draft minutes from the January 13, 2021 meeting.

**Motion:** Richard Jones, seconded by Michael J. Ham, moved to approve the minutes of the January 13, 2021 Governance Committee meeting.

**Vote:** The motion was unanimously adopted (2-0).

### **EXECUTIVE SESSION**

**Motion:** Richard Jones, seconded by Michael J. Ham, made a motion to go into Executive Session for the purpose of reviewing the financial background of projects.

**Vote:** The motion was unanimously adopted (2-0).

The Board entered into Executive Session at 9:09 A.M.

**Motion:** Richard Jones, seconded by Michael J. Ham, made a motion to come out of Executive Session.

**Vote:** The motion was unanimously adopted (2-0).

The Board came out of Executive Session at 10:04 A.M.

No action was taken during Executive Session.

### **NEW BUSINESS**

#### **Compliance**

The CEO presented the Project Compliance Report for 2020. The Committee reviewed and discussed specific projects that were not in compliance. Although Projects were compliant with submitting documents on time this year for annual reporting a lot more underperformed in 2020 as compared to 2019 due to the mandatory shutdowns and strict operating guidelines caused by COVID-19. After much deliberation, the Committee decided that Ulster NH Realty was the only Project that should come before the Board at the next meeting to discuss underperformance.

### **CPA Report**

The CEO presented the CPA Report. Most projects are still calculating and reporting their full-time equivalent job incorrectly. The CEO recommended doing a training for the projects on how to calculate their numbers once a year, possibly in November, and the Committee was interested in the idea.

### **Accounts Receivable Report**

The CEO reported there are two projects that are excessively past due: Amthor Welding Service and Viking Industries. The Committee reviewed and discussed these projects. A decision was made to send firm letters to these projects addressing the delinquency.

### **Community Investment Act**

Richard Jones and Rose Woodworth have been working on developing a new idea for the UTEP and matrix. The requirement would help to encourage projects receiving IDA inducements to invest in the community. Discussion was had on how to develop this idea, and it was decided that Richard Jones and Rose Woodworth would work together to put recommendations together and present at the next UCIDA Board meeting.

**Motion:** Richard Jones, seconded by Michael J. Ham, moved to recommend to the full Board to develop a Community Investment Agreement.

**Vote:** The motion was unanimously adopted (2-0).

### **Harassment Policy**

The Committee reviewed Ulster County's Harassment Policy and discussed adopting it for the IDA. A decision was made to adopt the policy barring any recommended changes by Counsel.

### **Mentoring Program**

The CEO spoke about putting together checklists for both in-house processes for new projects and checklists to provide to new projects to help them with the process. One item to be added as part of the regular process would be to provide an estimate of the legal fees that applicants may incur..

In the interest of time, the remainder of the agenda was tabled until the next Committee meeting.

### **PUBLIC COMMENT**

No public comment received.

**ADJOURNMENT**

**Motion:** Richard Jones, seconded by Michael J. Ham, moved to adjourn the meeting.

**Vote:** The motion was unanimously adopted (2-0).

The meeting was adjourned at 11:13 A.M.

Respectfully submitted,

Michael J. Ham, Committee Chair