

To: **EDC Board Members**  
Re: **Minutes of October 20, 2020 Meeting of the Board of Directors**

**Present:** Matt Fuller, Esq. – Chair  
Laura Ladu – Director  
Alex Rotolo - Director  
John Strough – Representative, TOQ  
Matt Simpson – Representative, Warren County  
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance  
Mike Pratt – Director  
Mitch Amado – Treasurer & Chair of Audit & Finance Committee

**Absent:** Chris Barden – Vice Chair

**Phone:** Judy Calogero – Secretary

**Guests:** Kristy Alexander – WorkSmart  
David Dammerman – WorkSmart  
Andrea Palmer – Lake Champlain Lake George Regional Planning Board

**Staff:** Jim Siplon, Interim President  
John Wheatley, Vice President  
Lisa Daly, Interim Bookkeeper  
Linda Oldenburg, Office Assistant

On October 20, 2020, the Board of Directors for the Economic Development Corporation met via zoom meeting for a Board of Directors Meeting at 8:00 a.m. The following items of business were discussed:

- I.** **Welcome & Call to Order:** Chair, Matt Fuller welcomed everyone and called the meeting to order at 8:00a.m.
- II.** **Approval:** Approval of Board Meeting held September 15, 2020. All minutes were forwarded to the board for review and approval prior to meeting. A motion is made by Chair Fuller, seconded by Treasurer Mitch Amado and unanimously approved.
- III.** **Financial Update :** Treasurer Mitch Amado stated EDC still consistent the way we've been running given the situation here with pandemic. Treasurer Amado deferred to President Siplon when he's ready to talk about some of the topics we discussed in the finance committee meeting. Audit preparation as well as budget development process, including meeting with funders, was discussed. A motion was made to approve August Financials by Chair Fuller, seconded by Mike Pratt and unanimously approved by all.
- IV.** **Reports & Committees:** Audit & Finance discussion was included in the Financial update. Governance Committee Chair Dr. Duffy reported committee met on October 13, 2020. An updated review of all board of directors was done in terms of tenure and start/end dates. The committee reminded the board that seat number eight that was formerly held by Jim Siplon, is still vacant due to his appointment as interim President. The committee's recommended that we leave that vacant until

our staffing is all in place for EDC. The second thing the Governance Committee talked about was how to get more community members involved in the work of EDC and reviewed the bylaws' opportunity for an advisory group. The committee will continue to review options for such input. The final topic was the board seats held by Vice Chair Barden. In reviewing the formal listing of all our directors, it came to our attention that Vice Chair Barden's seat, has been held for eight years, which is noted in the bylaws as the maximum. The Governance Committee recommended that we extend his seat during this kind of time of transition to keep the board in place while we go through our leadership transition. We don't have a formal resolution this month, but wanted to bring it to the board's attention, and our recommendation is to keep Vice Chair Barden on as longstanding, consistent board member. Review that again when the leadership transition is completed. Chair Fuller asked if the committee was thinking a one year, not a full-term extension but a one-year extension, perhaps renewable. Dr. Duffy stated we're thinking into 2022, to give us kind of a full cycle. Then that would give us an opportunity starting next year to start recruiting a new board member. President Siplon shared the language we discussed was up to 2022, so it's possible that we could replace him sooner than that. I think a lot of it depends on our strategy for who we would seek to replace him. Chairman Fuller stated I think if we just keep it on the radar here, maybe get to it after the holidays.

**V. President/CEO Report:** Interim President Jim Siplon reported on how to potentially bring the Camoin study to acceptance and implementation. One of the things that Camoin suggested is that we revisit our committee structure and be open to potential additions or modifications to our current committee structure. President Siplon reminded all that John Wheatley is sending everyone a regular update on broadband because it's hard to cover all the material in our meeting presentation here. President Siplon did discuss the highlights of Vice President Wheatley's most recent report. The Thurman switch was something we had been working with the county since the EDC, got engaged in this the very first part of August. This is one of several projects that SLIC (one of the designated broadband providers for the region) is trying to get support around and are often hung up for various administrative things. They were looking for an easement to be able to site their switch to support that expansion, and they were having trouble with the original site. Then we worked with the county to see if we could find an alternate site. Kevin Hajos the leader of DPW there, helped us organize a potential place within a mile of the original site. That's now been approved by a resolution of the county board, and so that component of the network build is moving forward as soon as they finalize the language. ECC started Project one of the EDC sponsored broadband inventory about September 1<sup>st</sup>. That was the inventory update, they are ahead of schedule. They look like they're going to be concluding with that within a couple of weeks. Preliminary maps have been sent out to all on the board. Project two, the surveying part is going to be very key in this. The goal is to get everything packaged together quickly so that we're ready for any potential 2021 grant application. The project two (BAAT) survey and web development resolution was sent over to the board prior to the meeting. A motion is made to adopt the Phase II Broadband resolution by Alex Rotolo, seconded by Laura Ladu unanimously approved by all. President Siplon stated, it is clear Ed had already chosen ECC to do the work, based on the fact that they had done the first set of maps. There was a justification for that, and he had begun the dialogue with ECC because they were uniquely positioned to do it. We've also started some formal discussion with the county on the beginning of integrating the updated broadband maps into their holdings. The resolution for The City of Glens Falls is associated with a section of their DRI that is dedicated to putting in an outdoor public wifi network. ECC agreed to help us do the design so we could then bid that out. ECC have done this design before as a component

of their broadband work for municipalities in Upstate NY. The only part that we look to ECC to do is to give us the design, so we had a basis of issuing an RFP. The data belongs to us and we did this on behalf of the county. Secretary Calogero stated EDC need to execute a MOU with the city and then the City execute MOU with Empire State Development. President Siplon went on to discuss EDC prospects are businesses that are either looking to expand or new business that are looking to relocate. It was broken down by entity and by what was actually new since he took over as President of EDC. Siplon wanted the board to know we are gaining traction about being a professional relocation focus point. CEG contacted Siplon and started supplying EDC with data that showed that this trend had been occurring since 2016, where we were having net migration from NYC to Glens Falls, more people are coming here from there than were going to NYC. Obviously in the pandemic this has heightened, we are trying to understand the quantitative data around it, but also being able to engage people in a constructive way. In order to do this, we have to re-phase our communications and website. Our website doesn't show up in the right searches and we are not present in social media platforms. We should consider hiring a communications director to lead this effort as well as engage a couple of local organizations to start to help us move forward in social media. President Siplon also reviewed progress on the massive file consolidation work that has begun at the office. Files have been broken down to where they are located, and that EDC has been able to scan into the external device 2 boxes this far and will continue to report progress. President Siplon discussed the Camoin strategic planning study regarding establishing a business retention and expansion plan around or membership approach. Being partners with companies in such a way that you can help them proactively identify challenges to their growth and some cases just their survival and being able to provide them with resources. President Siplon touched on the need to hire more staff to fill openings and establish a business retention and expansion program. Siplon suggested a leadership circle by building a leadership circle, he believes that we would have an ongoing council of the largest employers in the area and make sure that we were always aware of what are the big hot button issues for those that employ hundreds of employees.

**VI.** **Approved Resolutions:** A motion is made to move forward with Phase II (\$11,500) to ECC Technologies for professional services to develop and implement a Broadband Availability and Adoption Tool (BAAT) Survey. Motion was made by Alex Rotolo and seconded by Laura Ladu and unanimously approved.

**VII.** **Other Business:** No other business

**VIII.** **Executive Session:**

**IX:** **Adjournment:** Upon no further business to come before the board, a motion is made by Matt Fuller seconded by Mike Pratt, and carried unanimously to adjourn the meeting at 1:45 p.m.