

To: *EDC Board Members*

Re: *Minutes of November 16, 2021, Meeting of the Board of Directors*

Present: Matt Fuller – Chairman
Alex Rotolo – Vice Chair
Mitch Amado – Treasurer & Chair of Audit & Finance Committee
Laura Ladu – Secretary
Chris Barden – Director
Mike Pratt – Director
Kathy Muncil - Director
Judy Calogero – City of Glens Falls Representative
Andrea Hogan – Representative, Warren County
John Strough – Representative, TOQ
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance

Guests: David Dammerman – WorkSmart
Kristy Alexander – WorkSmart
Steve Thurston – Foothills Business Daily

Staff: Jim Siplon - President
John Wheatley - Vice President
Lisa Daly - CFO
Linda Oldenburg - Economic Development Coordinator
Amy Potter – Marketing & Communication Director

On November 16, 2021, the Board of Directors for the Economic Development Corporation met via zoom for a Board of Directors Meeting at 8:00 a.m. The following items of business were discussed:

- I.** **Welcome & Call to Order:** Chairman Fuller welcomed everyone and called the meeting to order and took roll call at 8:01 a.m.
- II.** **Approval:** Approval of Board minutes held October 19th and Special Meeting held October 25th, all minutes were forwarded to the board for review prior to meeting. A motion was made by Representative SUNY Adirondack Dr. Duffy and seconded by Director Muncil and unanimously approved with a roll call. A motion was made by Secretary Ladu to approve October's Audit and Finance committee minutes, seconded by Committee Chair/Treasurer Amado, and unanimously approved with a roll call.
- III.** **Financial Update:** Committee Chair Amado stated there was no quorum at the last committee meeting, financials will need to be approved by the full board at this meeting. The Committee Chair Amado pointed out first being finances continue to track slightly under budget. Second item discussed was regarding the phishing attempt that happened around an employee's payroll. President Siplon stated the EDC staff did three things immediately contacted our technical support, our insurance carrier and the platform that was involved in the transaction and then contacted the police department. Internal processes have been reviewed and changed so that this doesn't happen again. Last was an update on our open Financial/Compliance Director position that, we are really struggling to fill the position We may need to explore outsourcing our compliance piece of the job. Warren County Representative Hogan made a motion to approved October 2021 financials, seconded by Secretary Ladu, and unanimously approved with a roll call vote.

IV. Reports & Committees: Representative SUNY Adirondack/Chair of Governance Duffy stated no meeting was held in October, but there was a meeting on November 9th, where a couple of things were discussed. The first being a few strong candidates to replace a board vacancy from Director Barden later this year. We also talked some potential by-laws discussions, one around ethics complaints and whether EDC would like a policy specific or just a procedure. There was a discussion around FOILS appeals process and President Siplon will bring back to the committee more information next month. Finally, we discussed just adjusting our bylaws to match the State involving OML requirements.

V. President/Staff Report: VP Wheatley reviewed still no news on the NTIA Broadband Grant that was filed. He is continuing with the North County Broadband Alliance; we have put together to advocate on behalf of the legislative process it's what's called the Make-Ready reform legislation it is waiting on a signature from the Governor to put broadband expansion in NY State. We are also preparing for future funding coming and grant opportunity.

Director Potter updated the group on housing working group; continuing to meet weekly, reviewed our third housing forum that took place two weeks ago at Fort William Henry including a panel discussion along with six presenters. We continue to receive membership; we are scheduling events our next one coming up is Annual Mix and Mingle with EDC on December 9th from 5pm to 7pm at the Queensbury Hotel.

Coordinator Oldenburg provided update on digitization. Recent work included digital capture of six boxes related to the City that were releases upon their successful capture.

President Siplon then provided an update on recent WCLDC loan applications, new business inquiries and existing business expansion. We are engaging and working with WWIDA, LCLGRP, LGA and now working with Adirondack Council. There have been a few changes with the WCLDC, they are in the process of updating their bylaws.

VI. Approved Resolutions: Approving 2022 Employee SEP Contributions motioned by Town of Queensbury Representative Strough and seconded by Vice Chair Rotolo all approved by roll call vote. Approving 2022 Employee Health/Dental Insurance Contributions motioned Town of Queensbury Representative Strough and seconded by Vice Chair Rotolo all approved by roll call vote. 2022 EDC Board of Directors Meeting Schedule motioned by Town of Queensbury Representative Strough and seconded by Vice Chair Rotolo all approved by roll call vote.

VII. Other Business:

VIII. Executive Session:

IX. Adjournment: Upon no further business to come before the board, a motion is made by Director Muncil seconded by Town of Queensbury Representative Strough and carried unanimously to adjourn the meeting at 9:12 am.