

To: *EDC Board Members*

Re: *Minutes of December 21, 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
Andrea Hogan – Representative, Warren County
John Strough – Representative, TOQ
Dr. Kristine Duffy – Representative SUNY Adirondack – Chair of Governance

Absent: Judy Calogero – City of Glens Falls Representative

Guests: David Dammerman – WorkSmart
Kristy Alexander – WorkSmart

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

On December 21, 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 8:02 a.m.
- II.** **Financial Update:** Committee Chair Amado stated there was a meeting last week ask President Siplon to go through some details. CFO Daly provided status on the cash receipts outstanding and there expected resolution in January 2022. President Siplon updates on filling the Financial/Compliance Director position and discussion on moving forward with the audit with the same firm as last year (Marvin & Company). CFO Daly there was nothing out of the ordinary in the month of November, also we do have quite a large receivable, we have completed all the contracts and submitted invoices to the various entities. President Siplon also shared we have started with both the City and County the process of adapting the contracts for the new year and asking about the process to put those in place much more quickly in the coming year.
- III.** **Reports & Committees:** Representative SUNY Adirondack/Chair of Governance Duffy stated we met last week; we had several discussions and several resolutions that are streamlined at the end of our agenda today, we all agreed and recommend that the board approved the recommended salary increases for cost of living. We talked about creating an evaluation process in the coming year, so we will take on that role as the governance committee to recommend a process to the full board in the coming year. There is a resolution in the package, just found some discrepancies in the bylaws around membership in one section, SUNY Adirondack designees is defined as a permanent member and then another section, it did not mention it, so we are recommending consistency in the bylaws, so it's clear. Chair of Governance Dr. Duffy noted that there was a discussion around the 2022 Holiday schedule as the number would remain the same just different holidays would be observed. President Siplon

noted that the 2022 Holiday schedule was also discussed at the audit and finance committee meeting, and it was recommended to submit 13 paid holidays instead of picking and choosing which holidays to observe. Dr. Duffy said there were a couple more items that were discussed including the FOIL and FOILS appeals process and recruiting another new member to replace a board vacancy from Director Barden later this year and outreach is in process.

IV. President/Staff Report: VP Wheatley reviewed the NTIA Broadband Grant that was filed awarding of the grant has been pushed to the first quarter of 2022. He is continuing with the North County Broadband Alliance now discussing some of the negotiating changes that we are looking to New York State to help reform, including the make-ready law that has been passed by both the Assembly and the Senate is waiting the governor's signature. We are also advocating for the removal of DOT right way tax, which was implemented in 2015 which has increased the cost of both deploying and operating broadband networks.

Director Potter updated the group on housing working group; continuing to meet weekly, the Annual Forecast we are planning for January 26, 2022 at Queensbury Hotel. There is a save a date on our website which will be converted into an invite. There will be guest speakers to include the topics on housing, broadband and professional relocation. On social media we are keeping an eye on current events, we are paying attention to what our members like and follow. There has been a huge increase in our following. Lastly, we had a very successful holiday toy drive for Big Brother and Big Sisters. We had some great community engagement, and it didn't go unnoticed.

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

President Siplon update the board that we recently received formal notice that we were not selected for the build back challenge. President Siplon was asked to give the presentation to the DEC commissioner Basil Seggos at his request. President Siplon brought the Board up to date on where things stand with the County and LDC. The LDC is going through by-laws review currently. The OSC audit hasn't been released to the public yet. Once it's released to the public, we will have 90 days to submit a corrective action plan. President Siplon talked about a new FOIL process coming in the beginning of the new year.

V. Approved Resolutions: November EDC BOD Minutes, November 2021 Financials, 2022 Salaries Resolutions and SUNY By-laws Board Seat Resolution motioned by Town of Queensbury Representative Strough and seconded by Warren County Representative Hogan all approved with a unanimously roll call vote. 2022 EDC Holiday Schedule Resolution motioned by Dr. Kris Duffy and seconded by Kathy Muncil approved with a 6 to 3 roll call vote.

VI. Other Business:

VII. Executive Session:

IX: Adjournment: Upon no further business to come before the board, a motion is made by Director Muncil seconded by Director Barden and carried unanimously to adjourn the meeting at 9:15 am.