

**COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY  
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION**

**Governance Committee**

**March 2, 2017**

**Meeting Minutes**

**CALL TO ORDER**

The Governance Committees of COIDA and OCCRC held a joint meeting on March 2, 2017. The meeting was called to order at 8:10 a.m. at the Cooperstown Village offices located at 22 Main Street, Cooperstown NY. Committee members present were Rick Hulse, Cheryl Robinson and Craig Gelbsman (who joined at 8:30), Chair Devin Morgan, board member Jeff Lord (who joined by phone, and who signed off at approximately 8:30), and staff Elizabeth Horvath and Sandy Mathes.

At the meeting,

- The committee reviewed and accepted the February 2017 meeting minutes.
- The committee discussed tactics to (continue to) pursue a meaningful relationship with Bassett and with Ommegang. Preliminary Bassett strategy identified, and Ommegang to be discussed at Project Committee. Mr. Mathes described Albany Med's partnership with their IDA, the transformation of neighborhoods, the influx of ESD money.
- Regarding by-laws update: Joe Scott handling, all necessary notices have been placed, mailings have gone to County representatives. New by-laws scheduled for Board vote on 3/23/17.
- With the help of Ms. Robinson, Ms. Horvath created drafts of project tracking spreadsheet (1) priority categories, (2) weights, and (3) roll-out categories for review at Project Committee – said review was postponed due to time constraints and will be discussed at the committee meeting on 3/16/17. The committee also discussed Project-oriented binders for Board use at meetings – tabbed binders with tracking updated for each meeting, and Project Charters (relatively) static, for quick reference. Ms. Horvath to meet Monday with Sarah Harvey re Project Charters, the information contained within, information to be captured for Board utilization. Discussion too around creating separate tabs/spreadsheets for other types of agency workflow apart from Projects (compliance, HR, BR&E, etc). Mr. Mathes reminds the committee that anything put in writing is publicly available information.
- Mr. Mathes continuing to pursue Workforce Summit, meeting with contacts early next week and working with Sen. Seward, who wishes to target early May for the summit (issue is “front and center” for Senator). Mr. Mathes creating agenda, idea is full day with early start and completion by 3:00 p.m. Discussion around Otsego Now's Board and staff, Senator all “being on the same page” with regards to workforce and the expected outcomes of the summit. Expectation that this summit, and our work on workforce, will be critical to attracting private partners to us (as per Edge model) in new revenue model: easy source of value. Further discussion around various IT-related training paths we can explore for a multitude of local/regional employers: risk management, programming, finance, data analytics, actuarial programming. Workforce continues to be the number one issue for all local employers. Existing companies: insurance, IT, healthcare, tourism. Pipeline: food processing, distribution, MFG. Mr. Hulse indicates that the message/themes of our annual meeting/event should reflect these issues as well, all priorities aligned.
- Discussion around two companies interested in renting Siemens building, a regional coach-operating company and a local manufacturer who is growing. Staff will create a one-page template asking each for answers to growth and economic impact questions, and Audit Committee will review and make a recommendation to the Board. Mr. Hulse indicates that the ultimate goal in working with these companies is to become a trusted advisor who can help roadmap next steps in growth, with the IDA's incentives as just one tool.

- Discussion around moving forward with idea of individual Board members owning certain set of relationships with existing employers, and having regular “touches” with each, to expand our relationship-building, and to have Board members assume ambassadorial roles.

## **NEXT STEPS**

- EAH to email committee with status updates on Joe Hughes’ action steps from February Governance Committee meeting.
- JH to draft questionnaire to send to both parties interested in renting Siemens building, for the purpose of obtaining “apples to apples” comparison of renters and economic impact; responses due EOB Monday, for review at Audit Committee on Thursday 3/9/17.
- SM and PJD drafting/finalizing workforce development plan for 2017, with goals and metrics.
- SM working with Senator on dates and agenda for Workforce Summit.
- SM to draft letter to Bassett for DM’s edits and signature, for the purpose of relationship-building; option to have Bob Hanft co-sign letter
- Ommegang to be on next Project Committee agenda (and, possibly, discussion of Doug Campbell and Board)
- Project priorities and rollout (project tracking spreadsheet) to be on Project agenda
- Role of private equity to be on next Governance agenda
- Board as Ambassadors on next Governance agenda, and staff to draft list of top 100 entities that should have board members assigned for regular touch points
- EAH to add “next steps” section to project tracker: next steps, what support needed, any road blocks.
- EAH drafting staff goals, tied to organizational goals, for committee review

## **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 9:55 a.m.