

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
Governance Committee
June 2, 2016
Meeting Minutes

CALL TO ORDER

The Governance Committees of COIDA and OCCRC held a joint meeting on June 2, 2016. The meeting was called to order at 8:02 a.m. at the Cooperstown Village offices located at 22 Main St, lower floor, Cooperstown, NY. Hugh Henderson and Chair Devin Morgan were present, as well as staff member Elizabeth Horvath. Craig Gelbsman joined at 8:20 a.m. Joe Bernier, Jim Jordan, Jim Salisbury and Rick Hulse were not in attendance.

- The committee reviewed the May 2016 minutes and accepted them as written. Ms. Horvath updated committee members on the action items from May's meeting that had been accomplished.
- The committee discussed the draft employee handbook briefly and agreed to forward it to the full board for adoption at the June board meeting.
- The committee discussed the staff evaluation process. Ms. Horvath had emailed the job descriptions for her and Joe Hughes' positions, as well as Pinnacle HR's recommended performance review forms. The committee decided to review and edit these documents individually and to communicate changes via email. The tentative deadline for edits is Friday, June 10th; however, should committee members decide that the documents need further discussion, such discussion will take place at a later Governance committee meeting. The committee decided that Mr. Hughes' evaluation will be created and delivered by Ms. Horvath and Mr. Mathes, and that Ms. Horvath's review will be created by Mr. Mathes, Mr. Morgan, and Mr. Hanft.
- The committee discussed the draft contractor/CEO review created by Mr. Morgan, making minor line edits to the draft form. Ms. Horvath will create a second draft, incorporating comments from the committee, with a goal of providing a second draft to the committee within a day or two, and scheduling a supplementary Governance committee meeting following the June Projects committee meeting to discuss and finalize.
- Ms. Horvath updated the committee on the mini-offsite RFP, indicating that proposals are due Friday, June 3rd, and that she will forward any proposals received to the committee for discussion at the next Governance committee meeting.
- Mr. Scott is working to update our by-laws as part of a larger project approved by the Board.
- Ms. Horvath briefly introduced the idea of performing a Board skills assessment/audit, which agenda item was tabled until the next meeting.

NEXT STEPS

- Ms. Horvath to re-send the job descriptions and performance review forms to the committee for editing.
- Ms. Horvath to print a copy of the employee handbook to be available to Mr. Henderson when he next visits the office.
- Ms. Horvath to create a second draft of the CEO performance review.
- Ms. Horvath to schedule a Governance committee meeting for Thursday, June 16th, following Projects. Agenda to include finalizing the CEO performance review form, making progress on the staff job descriptions and performance review forms, and selecting a consultant for the half-day offsite retreat.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 9:10 a.m.