

COUNTY OF OTSEGO INDUSTRIAL DEVELOPMENT AGENCY
OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
Governance Committee
June 16, 2016
Meeting Minutes

CALL TO ORDER

The Governance Committees of COIDA and OCCRC held a joint meeting on June 16, 2016. The meeting was called to order at 9:17 a.m. at the Otsego Now offices located at 189 Main St, Oneonta, NY. Joe Bernier, Craig Gelbsman, Jim Jordan and Chair Devin Morgan were present, as well as CEO Sandy Mathes and staff Elizabeth Horvath.

- Mr. Morgan moved to approve the June 2, 2016 minutes, and Mr. Bernier seconded. After a delay, the minutes were voted on, with Mr. Bernier and Mr. Morgan voting yes, and Mr. Gelbsman voting no (Mr. Jordan was absent for the discussion of the minutes). Mr. Gelbsman declined to indicate what if anything should be changed in the minutes.
- The committee discussed the draft contractor/CEO review template, and voted unanimously to recommend the template for discussion at the full board meeting on June 23rd. The tentative plan involves adopting a final template at the June 23rd board meeting, and asking board members and staff to complete and return the evaluations within 7 to 10 days, at which point Ms. Horvath will compile the numerical scores, and the Governance committee, at a subsequent meeting, will synthesize the narrative and comment portions of the evaluations.
- The committee voted unanimously to recommend the COO and Admin Director job descriptions and review forms to the full board for adoption at the June 23rd board meeting.

NEXT STEPS

- Ms. Horvath to send to the full board via email the following:
 - the job descriptions and performance review forms for COO and Admin Director positions
 - the draft contractor/CEO evaluation template

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 9:53 a.m.