

OTSEGO NOW
REORGANIZATION COMMITTEE

April 3, 2017
Meeting Minutes

CALL TO ORDER

The Otsego Now Reorganization Committee meeting was called to order at 8:00 a.m. at the Otsego Now offices located at 189 Main Street, Suite 500, Oneonta, NY. Members present were Cheryl Robinson, Craig Gelbsman, Jeff Lord and Rick Hulse; and staff Elizabeth Horvath.

Execution Plan

The existing execution plan was reviewed for high level buy-in on timelines. Determination of utilization of search firm vs. internal search process will have major impact on the plan. The committee discussed minimum transition periods necessary once the full-time CEO is hired, and the value of establishing a transition team to ensure a smooth exchange of relationships and background.

Transition of Projects

It was agreed that any new projects should be presented to the projects committee to determine the Otsego Now employee lead.

Search and Interview Process

Search Options & Search Firms

The group discussed three options: (1) developing the job description and handling the search internally, through a combination of posting on available sites (e.g., IEDC, indeed.com) and using word of mouth/networking, (2) using a regional group, like Camoin Associates, as a middle-ground option (in terms of expense), and (3) using a nationally known firm with experience placing economic development professionals, with an expected fee of approximately 30% of first year's salary.

The committee determined that the informal option is preferable, with possible use of a "middle ground" service to help coordinate external committees in the finalist interview process.

Community Involvement

There is great interest in having "local" businesses/stakeholders involved in the interview process. Major employers and organizations of influence discussed form all sectors.

Funding Plan

Some of the following options were discussed to support funding a search of a CEO, including redirecting budget items currently slated for workforce development, seeking contribution from outside stakeholders who benefit from certain Otsego Now services, and considering upskilling or downskilling the administrative position.

New Business

MVEdge is willing to also meet with us to tour their area/sites and discuss structure. Some common alignment that might create a “corridor” concept. Rick recommends visiting (full board invited).

After meeting with Ryan Brooks, next steps to provide options within Otsego County for long term growth of the business will be moved to the governance meeting to define next steps, roles, and responsibilities.

NEXT STEPS:

- CG to contact Valetta & Rittson for scope of services and fees.
- EAH to get detail from Camoin on scope and costs.
- EAH to request a detailed work plan from Patrick and the anticipated return of work to complete the Summit, and add to Governance agenda.
- CR to send to committee all CEO job descriptions to select for next meeting.
- EAH to coordinate and schedule meeting with Edge through Steve DiMeo, ideally when they are having a board meeting, for tour and discussion of structure.
- EAH to add to Governance agenda items related to Brooks’ growth: next steps, roles, and responsibilities.
- EAH to attempt to schedule conference call with Dave Smith of DHR following Audit Committee – 4/13/17 at 9:00 am.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at approximately 10:15 a.m.