

**OTSEGO COUNTY CAPITAL RESOURCE CORPORATION
FEBRUARY 22nd, 2024**

MEETING MINUTES

CALL TO ORDER

Chair, C. Robinson called to order the meeting of the OCCRC at 8:37am. M. Marino conducted roll call and determined there was a quorum. Voting members present included:

Cheryl Robinson
Jeffrey Lord
Patricia Kennedy
James Seward **(v)**

David Rowley
Tom Armao
Andrew Marietta

Absent Board Member(s): Craig Gelbsman

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Nasim Vargha, **Administrative Assistant**
Kurt Schulte, **Agency Counsel (v)**

(v) – virtual

CHAIR’S REMARKS

C. Robinson moved immediately into the agenda.

MEETING MINUTES

C. Robinson presented the meeting minutes from the December 28th OCCRC board meeting. Board members were given a copy of the minutes prior to the meeting for review.

D. Rowley made a motion to approve the meeting minutes. The motion was seconded by T. Armao, and approved by the remaining members present.

BILLS TO BE PAID

There were no bills to be paid at this meeting.

COMMITTEE REPORTS

- ❖ Audit & Finance – The Audit & Finance Committee meeting was held on February 8th, 2024. Please refer to the February 22nd COIDA board meeting minutes for a summary of the joint COIDA/OCCRC Audit & Finance Committee meeting.
- ❖ Governance Committee – The Governance Committee meeting was held on January 11th, 2024.
- ❖ Projects Committee – The Projects Committee meeting was held on February 8th, 2024. Please refer to the February 22nd COIDA board meeting minutes for a summary of the joint COIDA/OCCRC Projects Committee meeting.

NEW BUSINESS / UNFINISHED BUSINESS

There was no New/Unfinished Business for this meeting.

RESOLUTIONS

There were no Resolutions for this meeting.

EXECUTIVE SESSION

J. Lord made a motion to enter executive session with board members only, under the Public Officers Law, Article 7, Open Meetings Law Section 105, for the following reasons: To discuss personnel and salary. D. Rowley seconded the motion, and it was approved by all board members present. The board entered executive session at 8:40am.

J. Lord made a motion to exit executive session at 9:05am. The motion was seconded by D. Rowley and approved by the remaining members present. Action was taken in executive session to increase the Chief Executive Officer salary by 3%. P. Kennedy made a motion to approve the action taken. The motion was seconded by J. Lord and approved by the remaining members present.

ADJOURNMENT

There being no further business to discuss D. Rowley made a motion to adjourn the meeting at 9:06am.

UPCOMING MEETING SCHEDULE

- COIDA/OCCRC Audit & Finance Committee Meeting / Projects Committee Meeting – **March 14th, 2024**
- COIDA/OCCRC Board Meeting – **March 28th, 2024**

***All meetings are held at the Otsego Now offices at 189 Main Street, Oneonta. NY. 13820, unless otherwise specified.**