

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

**GOVERNANCE COMMITTEE
AUGUST 13, 2020
MEETING MINUTES**

Due to the Coronavirus (COVID-19), Federal and State emergency bans on large meetings or gatherings, and pursuant to Governor Cuomo's Executive Order 220.1, issued on March 12, 2020 suspending the Open Meetings Law, this COIDA/OCCRC Audit & Finance Committee meeting was held via video conferencing, instead of an open meeting for the public to attend. Members of the public were given instructions on how to join the meeting.

CALL TO ORDER

The COIDA and OCCRC's joint Governance Committee meeting was called to order at 8:21am via video conferencing app, GoToMeeting. Committee members present were:

Jeffery Joyner
Jeffrey Lord
Tom Armao
Cheryl Robinson

David Rowley
Patricia Kennedy
Andrew Marietta
Joshua Edmonds

Also, in attendance:

STAFF

Jody Zakrevsky, **CEO**
Meaghan Marino, **Director of Finance and Administration**
Kurt Schulte, **Agency Counsel**

GUESTS

Michael N'Dolo, **MRB Group**
Chris Quereau, **Vibrant Brands**

CHAIRMAN'S COMMENTS

Governance Committee Chairman, Jeffery Joyner moved immediately into the agenda.

MEETING MINUTES

J. Joyner requested a motion to approve the January 9th Governance Committee meeting minutes. Board members were given the draft minutes prior to the meeting to review. There being no corrections, C. Robinson made a motion to approve the minutes. D. Rowley seconded, and the motion was approved by remaining members.

NEW / UNFINISHED BUSINESS

Bylaws – J. Joyner mentioned that earlier in the year, he met with J. Zakrevsky, M. Marino, and D. Rowley regarding making updates to the agency's bylaws. There were a few changes made, and one item that M. Marino reached out to agency counsel, Joe Scott, to get clarification on. Once we have the updates made, we'll send those out to the board to review.

Salary Adjustment – J. Zakrevsky recommended to the committee increasing M. Marino's salary by 7.5% effective September 1, 2020. J. Zakrevsky sent an analysis of the adjustment to all the members prior to the meeting. He noted that M. Marino has not had a salary increase since September 1, 2018. He is recommending that the Governance Committee make the recommendation for the salary adjustment at the August 27th board meeting. Committee members supported the salary adjustment.

ADJOURNMENT

There being no further business to discuss C. Robinson made a motion to adjourn the Governance Committee meeting at 8:23am. P. Kennedy seconded the motion and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Governance Committee meeting will be held in December, 2020 at 8:00am.