

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

**GOVERNANCE COMMITTEE
JANAURY 14TH, 2021
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 8:49am via video conferencing app, GoToMeeting. Committee members present were:

Jeffery Joyner	David Rowley
Jeffrey Lord	Tom Armao
Andrew Marietta	Cheryl Robinson
Joshua Edmonds	Craig Gelbsman

Also, in attendance:

STAFF

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

GUEST

Former NYS Senator, Jim Seward

CHAIRMAN'S COMMENTS

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

MEETING MINUTES

J. Joyner requested a motion to approve the December 3rd, 2020 Governance Committee meeting minutes. Board members were given the draft minutes prior to the meeting to review. There being no corrections, D. Rowley made a motion to approve the minutes. C. Robinson seconded, and the motion was approved by remaining members.

NEW / UNFINISHED BUSINESS

Bylaws – J. Joyner noted that a draft copy of the updated IDA bylaws were sent out at the end of December. C. Robinson corrected J. Joyner and advised that the bylaws were only sent out to the Governance Committee, and asked M. Marino that they be sent out to the full board for review. J. Joyner advised that M. Marino reached out to bond counsel, Joe Scott, and asked if there had been any feedback from him on the changes. She advised that she had not heard back from him but would reach out again for his review. J. Joyner advised that he would like the updated bylaws to be approved by the full board at the February board meeting.

CEO Evaluation – J. Joyner advised the committee that it is time to do the annual evaluation on IDA CEO, J. Zakrevsky. Presently, J. Zakrevsky, is working on a self-evaluation and once that is complete, he will send it to officers of the board. Officers of the board will review and reach out to fellow board members for feedback. The board will discuss the evaluation in executive session at the February board meeting, and review with J. Zakrevsky in March.

Increase in Healthcare Coverage for Director of Finance and Administration – J. Joyner noted an email that was sent out to all board members regarding an increase in healthcare coverage for the Director of Finance and Administration of the agency. All Governance Committee members agreed to the increase and to bring the matter to the full board for approval.

ADJOURNMENT

There being no further business to discuss, D. Rowley made a motion to adjourn the Audit & Finance committee meeting at 8:53am. C. Robinson seconded the motion, and it was approved by remaining members.

UPCOMING MEETING SCHEDULE

The next Governance Committee meeting will be held on April 8th, 2021 at 8:00am.