

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION NOTICE OF MEETING

Please take notice that there will be a regular meeting of the Columbia County Capital Resource Corporation and its Finance and Governance Committee which will be held on October 6, 2015 at 8:30am at 4303 US Route 9, Hudson, NY 12534 for the purpose of discussing any matters that may be presented to the Corporation for consideration.

Dated: September 29, 2015
Sidney Richter
Acting Chairman
Columbia County Capital Resource Corporation

CRC Governance Committee Agenda

Members:

Michael Benson	Jim Mackerer
Bob Galluscio	Sidney Richter
Brian Keeler	Sarah Sterling

1. Minutes, June 2, 2015
2. Management Appointment Policy
3. Confidential Board Evaluation Summary
4. Public Comment

Attachments:

Draft Minutes June 2, 2015
Mission and Measurements Report
Confidential Board Summary

COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

MINUTES

Minutes of the scheduled meeting of the Columbia County Capital Resource Corporation Audit, Finance and Governance Committees held at 4303 Route 9, Hudson, NY on **Tuesday, June 2, 2015.**

ATTENDANCE:

<u>CRC Members</u>	<u>Staff</u>	<u>Counsel</u>	<u>Public:</u>
Bob Galluscio	Lisa Draushuk	Theodore Guterman II	Supervisor John Porreca
Brian Keeler	Ken Flood		Katie Kocijanski – Register Star
Sid Richter	Erin McNary		Richard Fortin
Sarah Sterling	Carol Wilber		

Mr. Richter called the meeting to order at 9:31am.

Minutes:

Mr. Richter asked if there were any changes to the Audit Committee minutes from May 19, 2015, the Finance Committee meeting of May 19, 2015, and the Governance Committee meeting of August 19, 2014, that had been previously distributed. No changes were suggested. Mr. Richter asked for a motion to approve all minutes as presented. Ms. Sterling made the motion to approve the minutes. Mr. Keeler seconded the motion, which passed unanimously.

Committee Duties:

Mr. Flood handed out copies of the committee duties to the members. Mr. Richter asked if there were questions regarding the committee duties. With no questions, he called for a motion to approve the duties as distributed. Mr. Galluscio made a motion to approve the committee duties as outlined. Mr. Keeler seconded the motion, which passed unanimously.

With no other business to come before the committee, Mr. Richter asked for a motion to adjourn the meeting. Mr. Galluscio made the motion to adjourn, which was seconded by Mr. Keeler and passed unanimously.

The meeting was adjourned at 9:32am.

Respectfully submitted by Lisa Draushuk

**Columbia County Capital Resource Corporation
Mission Statement and Measurement Report for 2014**

Public Authority's Mission Statement: Promote economic development, job creation/retention in the non-profit and for profit sectors for the citizens of Columbia County by aiding in the establishment of new businesses and the enhancement of existing businesses within the County, lessening the burden of government and acting in the public interest.

Date Adopted: 6/2/2015

List of Performance Goals:

- A. Educate non-profit leaders and local business owners, elected officials and other community representatives regarding the resources the Columbia County Capital Resource Corporation (CRC) has available to new and existing organizations in Columbia County. This includes participating in appropriate public meetings, press releases, marketing of the Columbia County CRC website, etc.
- B. Continue to work with all municipalities in Columbia County to assist non-profit and for-profit organizations with projects which will have an economic impact on local businesses including applications for grant funding and, if feasible, administration of grants secured.
- D. Through and cooperatively with the Columbia Economic Development Corporation, (CEDC) continue to work with all Columbia County organizations and departments to ensure relevant issues are addressed.

Additional questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?

Yes

2. Who has the power to appoint the management of the public authority?

Columbia County Board of Supervisors

3. If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?

N/A

4. Briefly describe the role of the Board and the role of management in the implementation of the mission.

The Board (with participation from management) will develop the mission and continually evaluate and assess the goals and measurables to ensure the authority is meeting its mission. The management will work to implement the authority's mission and continually monitor the goals and objectives with measurables to define performance results to achieve the intended public purpose.

5. Has the Board acknowledged that they have read and understood the responses to each of these questions?

Yes

2014 Confidential Evaluation of Board Performance Summary Columbia County CRC

Criteria	Agree	Somewhat agree	Somewhat disagree	Disagree	No answer
Board Members have a shared understanding of the mission and purpose of the Authority.	////	/			
The policies, practices and decisions of the Board are always consistent with this mission.	////	/			
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principals.	////	/			
The Board has adopted policies, by-laws and practices for the effective governance, management and operations of the Authority and reviews these annually.	////				
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	////	/			
The decisions made by Board members are arrived at through independent judgement and deliberation, free of political influence, pressure or self-interest.	////	/			
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	////	/			
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements and other transactions.	////	/			
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	////				
The Board knows the statutory obligations of the Authority and it the Authority is in compliance with state law.	////				
Board and committee meetings facilitate open deliberate and through discussion, and the active participation of members.	////				
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes are taken.	////	/			
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	////				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	//	//			/
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	///	//			
Board members demonstrate leadership and vision and work respectfully with each other.	////	/			