



**COLUMBIA COUNTY INDUSTRIAL DEVELOPMENT AGENCY
LEGAL NOTICE**

Notice is hereby given on this 29th day of September 2015, to all interested agencies, groups and persons that 8:30 am on the 6th day of October 2015, the Columbia County Industrial Development Agency (IDA) and its Finance and Governance Committee will hold their regularly scheduled meetings at their offices located at 4303 US Route 9, Hudson, NY 12534. This meeting will be held to consider all appropriate business brought before it. The meeting is open to the public.

Respectfully submitted,

Sidney Richter
Acting Chairman
Columbia County Industrial Development Agency
Dated September 29, 2015

IDA 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 Comments

Attachments:

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



MINUTES

Minutes of the scheduled meeting of the Columbia County Industrial Development Agency Governance Committee held at 4303 Route 9, Hudson, NY on **Tuesday, June 2, 2015.**

ATTENDANCE:

IDA Members

Bob Galluscio
Brian Keeler
Sid Richter
Sarah Sterling

Staff

Lisa Drahusluk
Ken Flood
Erin McNary
Carol Wilber

Counsel

Theodore Guterman II

Guest
Richard Fortin -
SunStream

Public:

Supervisor John
Porreca
Katie Kocijanski –
Register Star

Mr. Richter called the IDA Governance Committee meeting to order at 8:36am.

Minutes:

Mr. Richter asked if there were any changes to the minutes from November 5, 2014 that had been previously distributed. No changes were suggested. Mr. Richter asked for a motion to approve the minutes as presented. Mr. Galluscio made the motion to approve the minutes. Mr. Keeler seconded the motion, which passed unanimously.

Committee Duties:

Mr. Flood handed out the committee duties. Mr. Richter asked if there were any questions. With none presented, Mr. Keeler made a motion to approve the committee duties. Ms. Sterling seconded the motion, which passed unanimously.

With no further business to come before the Committee, Ms. Sterling made a motion to adjourn. Mr. Galluscio seconded the motion, which passed unanimously.

The meeting was adjourned at 8:37am.

Respectfully submitted by Lisa Drahusluk

**Columbia County Industrial Development Agency
Mission Statement and Measurement Report**

Public Authority's Mission Statement: Our mission is to facilitate the establishment of new businesses and the enhancement of existing businesses that create and/or retain jobs and promote private sector investment using the statutory powers established under New York State Law.

Date Adopted: 6/2/2015

List of Performance Goals:

- A. Educate local business owners, elected officials and other community representatives regarding the resources the Columbia County IDA has available to new and existing businesses in Columbia County. This includes participating in appropriate public meetings, press releases, marketing of the Columbia County IDA website, etc.
- B. Continue to work with all municipalities in Columbia County to assist 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 business issues are addressed (workforce training, business development, etc.).
- E. Continue to work with the CEDC to coordinate marketing efforts toward entrepreneurs and businesses looking to start, expand and/or relocate to Columbia County.

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 statement 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 IDA

| 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. | //// | / | | | |