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Columbia Economic Development Corporation

**MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Wednesday, January 18, 2017
4303 Route 9
Hudson, NY 12534**

A regularly scheduled meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held at their offices located at 4303 Route 9, Hudson, NY 12534 on January 18, 2017. The meeting was called to order at 10:05AM by Tony Jones, Chair.

Attendee Name	Title	Status	Arrived
Tony Jones	Chair	Present	
David Fingar	Vice-Chair	Present	
Richard Bianchi	Treasurer	Present	
Sarah Sterling	Secretary	Present	
Colin Stair	Board Member	Present	
Andy Howard	CEDC Counsel	Present	
F. Michael Tucker	President/CEO	Present	
Lisa Drahushuk	Administrative Supervisor	Present	
Erin McNary	Bookkeeper	Present	
Nick Olivari	Register Star	Present	

Minutes:

Mr. Fingar made a motion, seconded by Ms. Sterling to approve the meeting minutes from May 20, 2016. Carried.

Executive Committee Charter:

Mr. Jones stated the Executive Committee was required to review and adopt their Charter annually. He noted the purpose of the committee was to act in place of the full board within the limitations set in the charter. Mr. Stair noted the current charter stated “The Committee shall meet at least monthly, unless the Chair deems a meeting unnecessary.”. He suggested the wording be changed to state the Chair shall meet when necessary. *Mr. Stair made a motion, seconded by Mr. Bianchi to recommend approval of the Executive Committee Charter with the following change: the first sentence in the section entitled “Meetings and Quorum” to read, “The Committee shall meet as deemed necessary by the Chair.”. Carried.*

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Committees:

Mr. Jones stated each committee would review its own Charter. He reminded the committee members that CEDC had a combined Audit and Finance Committee and the Governance Committee had been expanded to the Governance and Nominating Committee. He noted the committee which met most regularly was the Loan Committee, which was also the largest.

CEO Goals and Performance Review:

Mr. Jones explained he would be distributing a review instrument to the Executive Committee regarding CEO goals and performance. He requested the Committee complete the form, return it to him and the results would be reported at the CEDC board meeting on 1/31/17. He informed the board that he had intended to enter executive session to discuss the goals and performance, but had been advised a review was not a valid reason to enter into executive session. He stated the staff performance reviews would take place in May or June.

Strategic Planning:

Mr. Jones stated goals were divided into internal and external. He noted the external goals flowed from the Strategic Plan. He noted the most important goal for 2017 was the county broadband project. Mr. Tucker briefly gave a status report on the project. Mr. Tucker stated the county sewer project along the Rte 66/9H corridor was vital for attracting additional businesses to the area. He noted the County had applied for a CFA grant but the project was not funded in this round as the project was not scheduled to begin until 2018. He would be encouraging the county to reapply in the 2017 round.

Mr. Tucker stated he was working with the Board of Realtors to expand CEDC's inventory of available commercial and industrial. Mr. Tucker stated he was identifying areas that would be suitable for developing shovel-ready sites. He stated CEDC would be reviving the County Development Guidebook and making it internet accessible. On the administrative side, the website would be updated to increase content and navigability, and allow changes to be made in house.

Mr. Jones stated business retention initiative was being addressed by Ms. Wilber with the business visitation program. He stated the goal for 2017 was to meet with the 25 largest employers to discuss opportunities for growth and expansion. It is hoped that this will also result in providing leads for CEDC's revolving loan fund. Mr. Stair suggested gathering small groups of employers and board members and meeting over lunch to discuss issues. Mr. Tucker suggested the CEDC loan fund could be used to support certain apprenticeship and/or training programs geared toward Columbia County employees.

Mr. Jones stated workforce development was high in need and priority. Mr. Tucker stated he had made a presentation at Questar III BOCES and discussed developing a collaborative initiative with Columbia Greene Community College, the Columbia-Greene Workforce Investment Board and the Chamber of Commerce to develop a pilot program with the county's school districts. He stressed the need to focus on identifying certificate and apprenticeship programs which would be beneficial to both large and smaller employers in the county.



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Mr. Jones stated the CEDC's Workforce Development Committee which included 6 Board members would be meeting in February. Mr. Stair cautioned to keep the goals in reach. Mr. Fingar cautioned about owning the program vs partnering with others. Mr. Stair stated there were many highly involved people and organizations in the community who would assist with the workforce project.

Mr. Jones stated CEDC would also be working directly with the towns to expand opportunities to streamline state, county and local approval processes. He stated he had spoken to several towns about proceeding with a pre-approved model which would aid employers wishing to site businesses. Mr. Tucker stated projects a number of projects were being delayed due to the inability to obtain approvals in a timely manner. Mr. Howard suggested a generic environmental review which would cover the entire town and which was objectively analyzed.

Mr. Jones stated CEDC would be hosting more events in order to raise the profile of the corporation. He noted this needed to be defined prior to the January 31st full board meeting. Mr. Jones stated he had read in the Register Star that the County would be conducting a housing survey. He noted Berkshire Taconic Community Foundation found Columbia County had the highest proportion of people paying more than 30% of their income for housing in the four county area they service. Housing in general and workforce housing in particular, are important components of a successful local economy.

Mr. Jones also stated that CEDC would strengthen and prioritize partnerships with Columbia Memorial Health and Columbia Greene Community College. He would be increasing the meetings with the Chamber of Commerce. He stated CEDC was closely aligned with Chamber, HVADC and HDC, as well as other county and regional economic development organizations.

With no further business, Mr. Bianchi made a motion to adjourn the meeting, seconded by Ms. Sterling. Carried. The meeting adjourned at 11:10am.

Respectfully submitted by Lisa Draushuk