

Choose Columbia

Columbia Economic Development Corporation

COLUMBIA ECONOMIC DEVELOPMENT CORPORATION

NOTICE OF MEETING

Please take notice that there will be a meeting of the Columbia Economic Development Corporation Executive Committee held on June 16, 2021 at 8:30am, to consider all matters presented to the Committee for consideration.. Due to public health and safety concerns related to COVID-19, the meeting will not take place in-person. In accordance with the Governor's Executive Order 202.1, the meeting will be held via **Zoom**

Meeting: Join Zoom Meeting

<https://zoom.us/j/96272291514?pwd=eHM2ZUlsejRKbmdJRDB3aDhQT3U4UT09>,

Meeting ID: 962 7229 1514, Passcode: 679378, Dial by your location 1 646 558 8656

Meeting ID: 962 7229 1514, Passcode: 679378, Find your local number: <https://zoom.us/u/aejCUQy7KT>

The public will have an opportunity to hear the meeting live and provide comments. Comments can also be provided via email before and during the meeting to mtucker@columbiaedc.com. Please check the meeting **Agenda** posted on the **CEDC's website** www.columbiaedc.com for further instructions to access the virtual meeting and for updated information

Dated: June 9, 2021

Sarah Sterling

Secretary

Columbia Economic Development Corporation

CEDC Executive Committee

Agenda

Chairman:

David Fingar

Members:

James Calvin

Sarah Sterling

John Lee

Richard Cummings

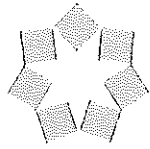
1. Minutes, March 23, 2021 *
2. Anti-Nepotism Policy*
3. Staffing Review
4. Strategic Plan Update
5. Public Comment

Attachments:

Minutes: March 23, 2021

Anti-Nepotism Policy

* Action Required



DRAFT

Choose Columbia

Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Tuesday, March 23, 2021
One Hudson City Centre, Suite 301
Hudson, NY 12534
Via Zoom

A special meeting of the Columbia Economic Development Corporation (CEDC) Executive Committee held via Zoom due to the COVID-19 pandemic on March 9, 2021. The meeting was called to order at 8:30am by David Fingar, Chair.

Attendee Name	Title	Status	Arrived/ Departed
David Fingar	Chair	Present via Zoom	
James Calvin	Vice-Chair	Present via Zoom	
John Lee	Treasurer	Present via Zoom	
Sarah Sterling	Secretary	Present via Zoom	
Richard Cummings	Committee Member	Present via Zoom	
Andrew Howard, Esq	CEDC Counsel	Present via Zoom	
F. Michael Tucker	President/CEO	Present via Zoom	
Elena Defeo Kean	Hinman Straub	Present via Zoom	
Lauren Cranna	Business Development Partner	Present via Zoom	Departed 8:33am
Lisa Drahushuk	Administrative Supervisor	Present via Zoom	Departed 8:33am
Martha Lane	Business Development Specialist	Present via Zoom	Departed 8:33am
Cat Lyden	Assistant Administrative and Bookkeeper	Present via Zoom	Departed 8:33am
Erin McNary	Bookkeeper	Present via Zoom	Departed 8:33am
Ileana Morales	Marketing Specialist	Present via Zoom	Departed 8:33am

Minutes March 9, 2021:

Mr. Calvin made a motion, seconded by Mr. Lee to approve the minutes from March 9, 2021. Carried.

Staffing Review – Executive Session:

Mr. Fingar asked the Board to enter into Executive Session under Section 105 (f) of the New York State Public officers law to discuss: the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Mr. Calvin made a motion, seconded by Ms. Sterling to enter into Executive Session at 8:33am. Executive Session was exited at 9:30am following a motion by Ms. Sterling and seconded by Mr. Calvin.

With no further business and no public comment the meeting was adjourned at 9:30am upon a motion by Mr. Cummings and seconded by Mr. Calvin.

Respectfully submitted by Lisa Drahushuk,

Columbia Economic Development Corporation

Anti-Nepotism Policy

Purpose:

In accordance with Section 73, Article 4 of the New York State Public Officers law; the purpose of this policy is to avoid impropriety and the appearance of impropriety and the potential for conflict of interest.

Definition of a Close Relative:

A “close relative” is defined as an employee’s parent, spouse, domestic partner, child, sibling, niece, nephew, aunt, uncle, grandparent and any person so related to an employee’s spouse or domestic partner, and any person residing in an employee’s household. This definition applies whether the relationship is by blood, adoption or is created by the marriage of a parent, child or sibling.

Policy:

No Columbia Economic Development Corporation (CEDC) staff member (including hourly, salaried or contract), Board member or volunteer shall participate in or attempt to influence employment or other employment decisions involving a close relative or pressure or cause others to do so.

There can be no supervisory relationship between close relatives, and all employment decisions must be made by others. If a close relative is assigned to a position under direct supervision of a relative, a management plan must be submitted for review and approval by the CEO/President and/or the Board of Directors. A change of status due to marriage, or other circumstance must be reported if it causes a conflict with this policy.

The management plan’s purpose is to eliminate and mitigate any possible conflicts of interest. The plan must include reporting relationships, supervision and evaluations, ensuring no decisions will be based upon relationships between close relatives in promotion, compensation, hours, conditions of employment or any approvals required for the expenditure of funds or use of resources.

The plan must address the approval and review process to preclude any potential appearance of nepotism or conflict of interest. A review of the management plan should take place in the event of any change in reporting relationships at a minimum.

Guidelines:

This policy is in addition to the CEDC Conflict of Interest Policy, and applies to the instances of nepotism that existed before enactment of this policy. Any relationships or situations must be disclosed immediately, evaluated and managed as provided for in this policy.