



DRAFT

Choose Columbia

Columbia Economic Development Corporation

MINUTES
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Committee
Tuesday, June 16, 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 June 16, 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	Excused	
F. Michael Tucker	President/CEO	Present via Zoom	
Lauren Cranna	Business Development Partner	Present via Zoom	
Lisa Drahushuk	Administrative Supervisor	Present via Zoom	
Martha Lane	Business Development Director	Present via Zoom	
Cat Lyden	Assistant Administrative and Bookkeeper	Present via Zoom	
Erin McNary	Bookkeeper	Present via Zoom	

Minutes March 23, 2021:

Mr. Lee made a motion, seconded by Mr. Calvin to approve the minutes from March 23, 2021. Carried.

Anti-Nepotism Policy:

Mrs. Drahushuk explained the policy was required by New York State as part of the grant application process. Mr. Tucker explained that the CRC and the IDA would be required to adopt similar policies. *Ms. Sterling made a motion, seconded by Mr. Lee to recommend the policy to the full board as presented. Carried.*

Staffing Review:

Mr. Tucker reviewed the progress of the staffing review and reminded the Committee, Ms. McNary would be retiring at the end of the month. He noted several conversations had been held with staff regarding various positions. He stated discussions continued about the concept of splitting the loan support and processing from the basic accounting. He stated UHY had met with impacted staff and had developed recommendations that would be distributed to this committee as well as the Finance Committee in advance of the Full Board Committee. He stated UHY would assist in implementing the

changes. Mr. Tucker stated tasks were being separated by position and he was discussing the possibility of going to full time with Ms. Lyden. He reviewed the job description with the Committee, noting that tasks were being reassigned in order to make the process smoother. He stated the job description would be posted later this week.

Mr. Tucker stated the Project Manager would be hired by September, and would be a combination of the marketing and communications tasks and business projects. He reminded the Board, CEDC had contracted with Patterns for Progress to do the economic development services in the towns. He stated the new intern had started and was doing a great job. He stated he felt the staff was moving in a positive direction. He stated the annual employee review process would be moving forward in July.

Mr. Tucker stated the updated employee manual would be circulated internally and to the Board in advance of the July full board meeting for the board's review and approval. He noted with the other job descriptions complete, only the job description for the Project Manager, the CEO/President and the Administrative Supervisor remained to be updates. He reviewed the required training for staff and stated it would be resolved within the next week.

Strategic Plan Update:

He would be having a discussion at the June full board meeting about the Strategic Plan. He felt the pillars remained current, and briefly reviewed them with the Committee. He stated Mary Ellen O'Loughin would be returning to facilitate the Strategic Planning process.

Other Business:

Mr. Fingar noted the Governor had lifted the Covid-19 restrictions for most situations. He noted there was still some uncertainties in who would be allowed to open fully. Mr. Fingar felt meeting in person would be best, but it needed to be done safely. Mr. Tucker suggested beginning Committee meetings in person in July, but felt the full board, due to the number of members, may have to be postponed in order to obtain clearer guidance. He suggested the alternative of holding meetings at Columbia Greene Community College. All agreed to have a discussion at the full Board meeting to gauge the opinion of the members.

Mr. Tucker stated the Broadband contract had been reviewed and approved by CEDC Attorney Howard.

With no further business and no public comment the meeting was adjourned at 9:02am upon a motion by Mr. Calvin and seconded by Mr. Lee.

Respectfully submitted by Lisa Drafiushuk