

## **NCIDA/NCDC/NADC GOVERNANCE COMMITTEE MINUTES**

**Date: November 13, 2024**

**Time: 8:30 a.m.**

**Place: Niagara County Center for Economic Development**

**6311 Inducon Corporate Drive**

**Sanborn, NY 14132**

### **NCIDA Governance Committee Members:**

William L. Ross, Chairperson	Present
Clifford Scott, Member	Excused
David J. Masse	Present

### **Other Board Members Present:**

Mark Onesi  
Jason Krempa  
Mark Berube  
Anne E. McCaffrey  
Ryan J. Mahoney

### **Staff Present**

Andrea Klyczek, Executive Director  
Michael S. Dudley, Finance Manager  
Susan Barone, Grants & Operations Manager  
Julie Lamoreaux, Administrative & HR Officer  
Jeremy Geartz, Project Manager  
Mark Gabriele, Agency Counsel

---

### **1.0 Meeting Called to Order**

Mr. Ross called the meeting to order at 8:30 a.m.

### **2.0 Roll Call**

Ms. Lamoreaux called the roll; a quorum was established.

### **3.0 Approval of Meeting Minutes**

#### **3.1 March 27, 2024**

***Mr. Ross stated that he had reviewed the meeting minutes and he made a motion for approval; Mr. Masse seconded the motion. The motion passed.***

#### **4.0 Updated Employee Handbook**

Mr. Gabriele stated that the employee handbook was updated to reflect current updates and regulations. Ms. Klyczek added that the vacation time was updated, along with changing the holiday of Election Day to a floating holiday.

***Mr. Ross motioned to reaffirm the Employee Handbook; Mr. Masse seconded the motion. The motion passed.***

#### **5.0 Any Other Matters the Committee Wishes to Discuss**

There were no matters the committee wished to discuss.

#### **6.0 Adjournment**

***Hearing no other comments, Mr. Ross made a motion to adjourn the meeting, Mr. Masse seconded he motion. The meeting adjourned at 8:40 a.m.***

Respectfully Submitted:

Reviewed By:

---

Julie Lamoreaux  
Recording Secretary

---

Andrea Klyczek  
Executive Director