

NCIDA/NCDC/NADC GOVERNANCE COMMITTEE AGENDA

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

_____ Clifford Scott, Member

_____ David J. Masse

Copies to:

_____ Mark Onesi

_____ Jason Krempa

_____ Mark Berube

_____ Anne E. McCaffrey

_____ Ryan J. Mahoney

_____ William Fekete

_____ 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 – *W. Ross*

2.0 Roll Call – *Julie Lamoreaux*

3.0 Approval of Meeting Minutes – *W. Ross*

3.1 March 27, 2024

4.0 Updated Employee Handbook– *M. Gabriele*

5.0 Any Other Matters the Committee Wishes to Discuss

6.0 Adjournment – *W. Ross*

NCIDA/NCDC/NADC GOVERNANCE COMMITTEE AGENDA

Date: Wednesday, March 27, 2024

Time: 8:45 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 Present

David J. Masse Present

Other Board Members Present:

Mark Onesi

Jason Krempa

Mark Berube

Anne E. McCaffrey

Ryan J. Mahoney

Staff Present

Susan Langdon, Executive Director

Michael S. Dudley, Finance Manager

Caroline Caruso, Accounting Associate

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 8:45 a.m.

2.0 Roll Call

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

3.0 Approval of Meeting Minutes

3.1 August 9, 2023

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

4.0 Summary of Annual Board Evaluations – FYE 12/31/2023

Mr. Gabriele explained that under the Public Authorities Accountability Act (PAAA), the Board of Directors of the Agency are required to complete a self-evaluation each year. Questionnaires were sent to all board members and then summarized. The Board Evaluations are filled out anonymously as required by PAAA. A summary of the evaluations was in the agenda packet for the Board Members' review. The reviews were good, therefore, no remedial action was needed.

5.0 Reaffirm Governance Charter

Mr. Gabriele stated that the Charter has not been revised or amended and the Board is required to reaffirm it on an annual basis at the March Annual Board meeting per the Public Authorities Accountability Act.

Mr. Ross motioned to reaffirm the Governance Charter; Mr. Masse seconded the motion. The motion passed.

6.0 Policy Discussion

Mr. Gabriele stated that all of the policies were updated and sent out to the Board prior to the meeting. He informed the Committee that the statute requires that the Agency re-affirm these policies on an annual basis.

7.0 Any Other Matters the Committee Wishes to Discuss

There were no matters that the Committee wished to discuss.

8.0 Adjournment

Hearing no other comments, Mr. Ross made a motion to adjourn the meeting, Mr. Cliffe seconded he motion. The meeting adjourned at 8:50 a.m.

Respectfully Submitted:

Reviewed By:

Julie Lamoreaux
Recording Secretary

Susan C. Langdon
Executive Director