

NCIDA/NCDC/NADC GOVERNANCE COMMITTEE AGENDA

Date: Wednesday, June 14, 2022

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	Present – Arrived at 8:37 a.m.
Maria V. Lopez	Excused

Other Board Members Present

Mark Onesi
Robert Cliffe
Jason Krempa

Staff Present

Susan Langdon, Executive Director
Andrea Klyczek, Assistant 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 8:30 a.m.

2.0 Roll Call

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

3.0 Approval of Meeting Minutes

3.1 March 22, 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 Policy Changes

4.1 Records Retention and Disposition of Property Policy

Mr. Gabriele stated that in 2021 NYS adopted a new set of schedules regarding Records Retention and Disposition of Property Policy. Prior to this schedule, the schedule was MI1, which was applicable to the agency. Under the new schedule the new applicable schedule is LGS1. The agency must now insert the correct new schedule into the current policy.

Mr. Ross made a motion to pass the new schedule; Mr. Scott seconded the motion. The motion passed.

4.2 Apprenticeship Policy

Mr. Gabriele stated that the changes in the new draft of the apprenticeship policy say that the agency will allow an enhanced pilot for three years if all contractors on the job have already been part of or just joined an apprentice program that exists in NYS. Mr. Gabriele explained that he would like to table this subject at this time because he would like all the Board Members to be present for this discussion.

4.3 Credit Card Policy

Mr. Gabriele stated that the Agency does not have a Credit Card Policy. He explained that it is hard to pay for things with cash or check. The Agency has implemented a draft Credit Card Policy for review. In the policy there are limitations to the use of the Credit Card. The policy also outlines the limitations of the Policy. Approval process is also addressed in the policy. Susan Langdon will approve all travel, except for travel done by Susan Langdon, which will be approved by the Chairman of the Board. There will also be limits set forth on the card, along with receipts being required for all expenses on the credit card.

Mr. Ross made a motion to pass the Credit Card Policy; Mr. Scott 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

Mr. Ross made a motion to adjourn the meeting; Mr. Scott seconded the motion. The meeting adjourned at 8:45 a.m.

Respectfully Submitted:

Reviewed By:

Julie Lamoreaux
Recording Secretary

Susan C. Langdon
Executive Director