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## **Draft Minutes**

### **GOVERNANCE COMMITTEE**

#### **March 3, 2015 Meeting**

Committee Members in attendance: H. Abdul-Wahid, C. Campbell, P. Hin,  
D. Mendick, S. Strassenburgh`

Others: Executive Director J. Seil, M. Doyle

The meeting of the Governance Committee of the Monroe County Industrial Development Corporation was called to order by S. Strassenburgh as Chair.

Governance Committee Charter: The Committee reviewed its Charter and no changes were proposed. Upon motion by S. Stasenburgh and seconded by D. Mendick, the Charter was unanimously approved and re-adopted.

By-Laws: The Committee reviewed the MCIDC By-Laws and recommended a CDC compliance change to the required number of Board Members as “no less than 9 Members and no more than 25 Members.” This change will be effective April 21, 2015, again concurrent with CDC requirements. The motion was presented by S. Strassenburgh, moved by P. Hin and seconded by H. Abdul-Wahid.

Policies: MCIDC Policies were reviewed by the Committee. A change to the Purchasing Policy was proposed for compliance with 2015 Monroe County procurement policy. Upon motion made by S. Strassenburgh and seconded by H. Abdul-Wahid, the Committee approved and adopted the compliance revision to the Procurement Policy, and all other existing MCIDC Policies with no revisions.

Mission Statement: The Committee reviewed the MCIDC Public Authority Mission Statement and no changes were made. Upon motion made by S. Strassenburgh and seconded by D. Mendick, the Committee approved and re-adopted the Mission Statement.

Performance Measurements Report: S. Strassenburgh reviewed the 2014 Performance Measurements and Goals as required by section 2824-a of PAL. The 2014 Customer Satisfaction Survey was conducted as an online survey of all 2014 project recipients. There was a 55% response from customers, with an overwhelming majority (90%) as “completely satisfied” with MCIDC staff for courtesy, knowledge, helpfulness and professionalism. This highly positive response reflects, as noted by Director Seil, a true testament to Lydia Birr and Sharon Keefe’s abilities. S. Strassenburgh suggested the customer satisfaction results be included in the MCIDC newsletter.

The Committee discussed MCIDC programs and incentives. J. Seil noted the unique appeal of the Great Rates and Rebates programs. The Committee discussed the reported number of jobs created, and Director Seil stated that all project recipients understand up-front the yearly jobs reporting requirement and that companies comply well. The Performance Measurements Report will be included as part of the annual report requirements to the New York State Authorities Budget Office. Upon motion made by S. Strassenburgh and seconded by P. Hin, the Committee approved the 2014 Performance Measurements Report.

#### Annual Member Reporting and Disclosures

- a. Committee Self Evaluation Reports: S. Strassenburgh provided the MCIDC Committees 2014 Self-Evaluation Reports and noted that the reports allows the Committee to determine if it is meeting its responsibilities under the Governance Committee Charter.
- b. Board Performance Evaluation Report: This evaluation was compiled by S. Strassenburgh, as Chair of the Governance Committee. S. Strassenburgh provided the summary results of the Board Performance Evaluation each board member confidentially reported for measurement of individual and collective effectiveness, determination of adherence to its own policies and procedures, identification of areas for board improvement, and comparison of individual performance compared to that of other board members. The confidential, aggregate results of the MCIDC board performance will be submitted to the New York State Authorities Budget Office, noting the overwhelmingly high number of positive responses in agreement with Board performance.
- c. Annual Financial Disclosure: Each Board Member has completed and submitted a 2014 Financial Disclosure.

Education and Training of Board Members: The Committee discussed the status of Member training.

PARIS Report: J. Seil advised the Committee that staff is preparing the PARIS report and it will be filed by the March 31, 2015 submission deadline.

Other: Director Seil noted the credit analyst position has evolved into more time than was originally expected. She requested the amount of the contract for the position to be increased from \$30,000 to up to \$40,000. The contract will be renewed with the County of Monroe IDA to handle the payroll, and be reimbursed by MCIDC. The position will continue to be part time. On a motion by P. Hin, seconded by S. Strassenburgh, the motion carried to increase the contract with the County of Monroe IDA for up to \$40,000 for a credit analyst for three years.

There being no further business, the meeting was adjourned.

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Hanif Abdul-Wahid, Secretary