

GOVERNANCE COMMITTEE MEETING
of the
WYOMING COUNTY BUSINESS CENTER BOARD

Wednesday April 21, 2021 @ 3:00 p.m. via Zoom Meetings

MINUTES

Due to the Novel Coronavirus (COVID-19) Emergency and State and Federal bans on large meetings or gatherings and pursuant to Governor Cuomo's Executive Order 220.1 issued on March 12, 2020 suspending the Open Meetings Law, the Wyoming County Business Assistance Board Meeting was held electronically via Zoom Meeting instead of a public meeting open for the public to attend in person. Members of the public could listen to and view the Board meeting at the Wyoming County IDA's YouTube channel.

Chairman Fish called the meeting to order at 3:02 p.m.

1. Roll call

In attendance were: Present were: James Pierce, President/CEO; Rick Fish, Chairman; Dan Leuer, Secretary (joined the meeting at 3:04 p.m.); Jeremy Satchell, Treasurer; Jim Brick, Director; Robin Marschlok and Jennifer Tyczka, Wyoming County IDA; and Kevin Zanner, Agency Counsel.

Absent: Sam Gullo, Vice-Chair

2. Administrative

A. Review and Approve Finance and Audit Committee Minutes form March 16, 2020

After review the Board moved to approve the Minutes from the March 16, 2020 Committee Meeting on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously carried.

3. Recommendations to the Board

A. Appointment of Governance Committee Members

The Governance Committee agreed to recommend to the WCBC Full Board the appointment of all members of the WCBC Board to the Governance Committee on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously carried.

B. Appointment of Finance and Audit Committee Members

The Governance Committee agreed to recommend to the WCBC Full Board the appointment of all members of the WCBC Board to the Finance and Audit Committee on a motion made by J. Satchell. The motion was seconded by J. Brick and unanimously carried.

C. Appointment of Officers to the WCBAC Board – recommend slate of Officers for the Board

The Committee agreed to recommend to the WCBC Full Board the appointment of the following slate of officers to the WCBC Board: Rick Fish, Chairman; Sam Gullo, Vice-Chair; Dan Leuer, Secretary; and Jeremy Satchell, Treasurer on a motion made by J. Brick. The motion was seconded by J. Satchell and unanimously carried.

D. Review, Adopt and Re-adopt Governance Policies and Charter

1. Procurement Policy

The Committee moved to recommend to the Full Board the re-adoption of the Procurement Policy on a motion made by D. Leuer, seconded by J. Brick and unanimously carried.

2. Acquisition of Real Property Policy

The Committee moved to recommend to the Full Board the re-adoption of the Acquisition of Real Property Policy on a motion made by D. Leuer, seconded by J. Satchell and unanimously carried.

3. Disposition of Real Property Guidelines

The Committee moved to recommend to the Full Board the re-adoption of the Disposition of Real Property Guidelines on a motion made by D. Leuer, seconded by J. Brick and unanimously carried.

4. Conflict-of-Interest Policy

The Committee moved to recommend to the Full Board the re-adoption of the Conflict-of-Interest Policy on a motion made by D. Leuer, seconded by J. Brick and unanimously carried.

4. Adjourn Governance Committee Meeting

Having no further items to discuss the Committee adjourned at 3:08 p.m. on a motion made by J. Satchell, seconded by D. Leuer and unanimously carried.

Minutes prepared by Robin Marschilok