

**Cayuga County Industrial Development Agency
Governance Committee Meeting
First Floor Conference Room
2 State St.
Auburn, NY
February 21, 2017 at 3:30pm**

Ms. Verrier called the meeting to order at 3:30pm, noting that a quorum was present.

ROLL CALL

Present: Paul Lattimore, Carol Contiguglia, Gina Speno
Others Present: Tracy Verrier (CEDA); Joe Sheppard (CEDA)

REVIEW OF SELF-EVALUATIONS

Ms. Verrier noted that items of greatest concern were around setting performance goals. She noted that the performance goals have not been updated since 2011 and are generally addressing issues around compliance. She then stated that this may no longer be the best approach and additional performance goals should be considered. Ms. Contiguglia stated that she agreed with the evaluations and noted that the board needed to be clearer in their goal setting.

2017 GOAL SETTING

Ms. Speno stated that she believed goals should look at how many businesses are serviced/assisted during the year. Mr. Lattimore expressed the desire to receive more information from CEDA staff in regards to their projects, visitations, and activities. Ms. Verrier explained that CEDA's activities are not always relevant to CCIDA, but that should could start to share the activities Dashboard that is prepared monthly and summarizes the number of visitations and businesses being worked with. Ms. Speno agreed that she'd like to see those reports. Ms. Verrier explained what information the CEDA dashboard contained, which is primarily a summary of the numbers. Ms. Contiguglia asked if there was more in depth tracking of the activities. Ms. Verrier explained that the backend tracking that populates the Dashboards is more in depth, but that much of the information contained within this backend is confidential. Ms. Speno asked if the CEDA board receives the same information as CCIDA. Ms. Verrier explained that some projects are shared and some aren't, and that staff needs to find a healthy balance of what information is relevant and useful to each board. Ms. Speno stated that she believed everyone was working towards the same goal and that it would be helpful for everyone to have all the same information, even if it was in brief. Ms. Verrier stated that the Dashboard would start being uploaded to the Board page, but not included in Packets as those are subject to FOIL.

Ms. Contiguglia stated that she felt it was useful to discuss specific goals. She continued by stating that she was concerned with Board Training and that it had been a number of years since many board members had received training. She then asked if it was possible to schedule a training session for everyone and that it is important for all members to be trained. Ms. Verrier discussed ABO Board Training, noting that according to the ABO all existing members have fulfilled their requirements, which are that all new members receive training within one year of appointment. She stated that we can consider a group training for all and that we will pursue options once new members are appointed. Ms. Contiguglia stated that a performance goal should be that all members are up to date on the training.

Ms. Contiguglia stated that she believed the nominating committee should meet earlier. She continued by noting that the meetings should happen the month before the annual meeting, as opposed to the day of the annual meeting, and that any open positions should be announced at the October meeting.

Ms. Speno noted that they should explore setting a performance goal stating the number of businesses helped each year. Ms. Verrier stated they could also consider other project related goals such as the level of incentives

provided, but that AIDA has a goal of 2 businesses assisted per year. The committee discussed and ultimately agreed with this goal.

Ms. Speno asked if there should be a community relations goal set, specifically with keeping in mind what is occurring in the Town of Aurelius, and suggested that the goal be number of invitations to legislators or community supervisors per year, particularly Aurelius. Ms. Verrier suggested that other municipalities be involved, too. Ms. Speno agreed and noted that they should be on a rotating schedule. Ms. Speno stated that she believed that the board should invite representatives from different municipalities to at least four meetings each year.

Ms. Verrier stated that she would update the agency's goals and send them out to the committee for review. Mr. Lattimore asked if another meeting could be set to discuss goals. Ms. Verrier explained that the audit committee meeting is next month and that she would send out the goals discussed at this meeting in the next couple of weeks and explore setting up another goal oriented meeting later in the year.

The meeting adjourned at 4:05pm.

Respectfully submitted,
Joseph Sheppard

Next regularly scheduled meeting: TBD