

IDA GOVERNANCE COMMITTEE 2018

Minutes 3-29-18

PRESENT: Tom Cruso
Lori Ann Pipczynski

OTHERS IN ATTENDANCE: Tracy Stark-James

Absent: Anthony Barresi

Signifying a quorum
Meeting opened at 6:00pm

The Governance Committee met on March 29, 2018 to identify and discuss priorities and to offer recommendations to the full board in an effort to enhance the efficiency and effectiveness of the Agency. The Governance Committee also began a discussion of how the Agency can enhance the dissemination of information to the community and overall transparency of Agency operations.

The Committee discussed hiring a consultant to provide support for Agency functions and suggested improvements for three strategic short-term goals: an updated website; transparency and engagement with community stakeholders, and a review of application and other fees associated with Agency business.

A draft scope of work was developed for an independent contractor that we hope the full board will consider hiring. Job duties are expected to include the scanning and uploading of project files to the website; review, certification and indexing of information related to projects undertaken prior to the establishment of the current website; administration of the Agency's newly-purchased Inform Analytics cost-benefit analysis software; the creation of project synopses for posting on the website; taking minutes at board meetings; and the development of an RFP for webmaster services.

In terms of transparency of Agency actions – in addition to the steps the Agency already takes in this regard - including posting meeting notices online, public hearing notices published in the News Review and direct correspondence to the Town Board, the School District and all other affected taxing jurisdictions, posting synopses of our most complex projects on the website, and meetings between our Agency and School Board members – the Committee identified additional steps to enhance open communications. These could include sharing the Board's findings of individual projects at meetings before voting on projects; developing quarterly reports to synopsize the actions of the board over the previous three months; requesting that the Town Board designate a new liaison to our Agency; continuing to meet on a regular basis with the Town and School Boards; and continuing to provide presentations about the Agency and its approved projects to community groups throughout town.

To further these three overarching Agency goals, the Committee would like to have each of the board members serve as a liaison over a functional area to review what we have in place currently, research best practices at other IDA and similar agencies on Long Island and across the state, and to

develop a set of recommendations that can be presented to the full board at the May meeting for discussion and consideration of implementation.

Committee Chair Pipczynski requested to be designated the liaison for transparency and the Committee requested that Tony Barresi serve as liaison for the website area and that Bob Kern serve as the liaison for the revenue area. Chairman Cruso has agreed to an ex officio designation across the strategic areas.

Meeting Adjourned at 7pm