

IDA GOVERNANCE COMMITTEE 2019

Agenda 5 -19

The committee meeting was called to order at 5:38pm.

In attendance: Committee Chair Lori Pipczynski

Tom Cruso

Tony Barresi

Tracy Stark-James

Dick Ehlers

I. Annual Project Review – meeting criteria, compliance

The committee was provided a spreadsheet on all of the active company's employment history over the last 3 years. The spreadsheet reflected each company's projected job numbers and the reported employment count for each year from 2016 to present. It was decided that a letter would be sent to any company that had not met or dropped below the projected job number. The letter would request an explanation as to why the company is not currently at the estimated job number. The responses would be reviewed and filed. This will document project monitoring. If deemed necessary, further action may be required.

II. Paid Family Leave Act – Back in 2017 NYS adopted a mandatory Paid Family Leave Act and the Agency's insurance company automatically added a rider to the workers comp policy. This has been paid for by the agency for the last year in the amount of \$85.56. It came to the attention of the ED that as a government agency, the IDA can opt out and or has the option of negotiating with the employees if they would like to offer this as a benefit. The rider amount is .126% of the salary capping at \$107 per year. In order for the committee to make a more informed recommendation, the ED will provide more detailed information as to the options.

III. Harassment Policy – The ED provided a draft Policy against Workplace Sexual Harassment and an Other Unlawful Harassment Policy for review by the committee. To maintain consistency and when appropriate, it has been past practice of the Town of Riverhead Industrial Development Agency adopt similar, if not identical policies of the town. The ED marked up the Town's policy to amend it for use by the Agency. In the instance of the Sexual Harassment Policy however, the procedure for investigating a complaint as written within the Town policy provides for human capital unavailable through the Agency. Given the limited resources of the Agency and since the Agency is a component unit of the Town, the committee decided to request shared services with the Town. The Agency will request the appointment of an employee of the town to act as a compliance officer and another to act as an alternate compliance officer in the event the agency finds itself in need. The ED will draft a letter for the Chairman to the Town Supervisor making that request and the Chairman will speak with the Supervisor.

V. Board Policy Discussion Items– Last year the board reviewed and amended the statement of board responsibilities to address communication with staff, but it did not address communication between board members and applicants/clients, such as communication or solicitation of clients. It was reiterated in the meeting that any communication with clients should be made through the agency. Although solicitation is in the Code of Ethics, it was discussed that perhaps some language should be added to the Board Statement of Responsibilities that any information received through the agency is confidential and not to be utilized or shared. Counsel to review the policy and make recommendations for amendments as appropriate.

The Committee then entered into Executive Session to review and discuss the annual employee evaluation.

The meeting was adjourned at 6:55pm.