

**Jefferson County Job Development Corporation
Regular Monthly Board Meeting Minutes
October 2, 2008**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, October 2, 2008 in the JCJDC board room, 800 Starbuck Avenue, Watertown, NY.

Present: Michelle Pfaff, Mary Dudo, Timothy Read, Stephen Duflo, Thomas Carman, Lance Evans, Robert Hagemann, Joseph Colello, Mary Corriveau, William Fulkerson, Thomas O'Connor, Julie Pecori, Dennis Affinati, Kent Burto, John Doldo, Jr., Paul Morgan

Others Present: Don Alexander, Interim CEO; Lyle Eaton, Joy Nuffer, Mary Anne Hanley, Cliff Donaldson, Greg Hart, Lisa Pent, John Down, Nancy Madsen and Rachel Hanley of the Watertown Daily Times, Jeff Nelson of Channel 7

Excused: Urban Hirschey, David Converse, Robert Juravich, Graham Wise

Absent: Don Rutherford

- I. **Call to Order:** Mr. Affinati called the meeting to order at 9:15 a.m.
- II. **Pledge of Allegiance:** Mr. Affinati asked all to stand to recite the pledge of allegiance.
- III. **Minutes – September 4, 2008:** Minutes of the board meeting held September 4, 2008 were presented. Mr. Hagemann moved, and Ms. Pfaff seconded; and

IT WAS VOTED: To approve the minutes as presented for the September 4, 2008 meeting.

- IV. **Treasurer's Reports – August 31, 2008:** Mr. O'Connor reviewed the financials for the period ending August 31, 2008. Mr. Rutherford moved, and Mr. Read seconded; and

IT WAS VOTED: To approve the August 31, 2008 Treasurer's Report as presented.

- V. **JCIDA Report:** Ms. Pfaff gave the following report of the JCIDA Board of Directors' Meeting.
 - Approved a \$105,000 Revolving Loan Fund Loan to TBI Associates of NNY, LLC
 - Approved a modification to Current Applications loans
 - Approved an amendment to Metro Paper Resolution
 - Approved the 2008-2009 Goals and Objectives
 - Approved the 2008-2009 Service Agreement with JCJDC
 - Reviewed and approved the Policies for the 2008-2009 fiscal year

VI. Committee Reports:

CEO Search Committee- Mr. Affinati gave the recommendation of the committee to select Donald Alexander to fill the Chief Executive Officer position, staying at the current salary of \$85,000 a year for a two year agreement. Ms. Pfaff moved, and Mr. Burto seconded; and

IT WAS VOTED: To approve Donald Alexander to fill the Chief Executive Officer position as stated above.

Manufacturer's Committee- Ms. Pecori gave an update to the Board on recent meetings including health care issues and the need to update the White Paper. The next meeting is to follow this current meeting.

VII. Other Issues:

The following Agreements were presented for approval;

- 2008-2009 Service Agreement with JCIDA
- 2008-2009 Service Agreement with Jefferson County
- 2008-2009 Service Agreement with WLDC
- 2008-2009 Service Agreement with JCADC

Mr. Evans moved, and Mr. Carman seconded; and

IT WAS VOTED: To approve the Service Agreements as presented. (Mr. Hagemann abstained from the Jefferson County and JCADC Agreements.)

2008-2009 Goals and Objectives – The 2008-2009 Goals and Objectives were reviewed. Mr. Duflo moved, and Mr. O'Connor seconded; and

IT WAS VOTED: To approve the 2008-2009 Goals and Objectives as presented.

Review of Policies for 2008-2009 fiscal year – The following policies were reviewed for annual approval:

- Disposition of Real Property Guidelines
- Financial Internal Control System
- Investment Policy Guidelines and Procedures
- Procurement Policy
- Conflict of Interest Declaration Page

It was recommended to mirror the language in the JCIDA policy requiring the CEO expenses be approved by the Treasurer. Also the movement of the wording "The Chief Financial Officer will not be an authorized signer" to its own paragraph. Mr. O'Connor moved, and Mr. Evans seconded; and

IT WAS VOTED: To approve the Policies for 2008-2009 with the above changes.

Cliff Donaldson Presentation – Cliff Donaldson the Commissioner's North Country Representative, NYS Department of Labor gave a brief presentation to the Board of the vision and goals to help the North Country region of New York State.

VIII. President's Remarks: Mr. Affinati thanked the Search Committee and Executive Committee members for their work towards the selection of the new CEO.

IX. Chief Executive Officer's Remarks: Mr. Alexander gave information on the following meetings;

- October 10, 2008- Member luncheon, 12 p.m. at the Black River Valley Club, Dr. David Smith from SUNY Upstate as the keynote speaker
- October 28, 2008- Brownfield Workshop, 10 a.m. at the Black River Valley Club
- Manufacturer's Committee meeting today immediately following the JCJDC Board meeting.

X. Adjournment: With no further business before the board, a motion to adjourn was made by Ms. Pfaff, seconded by Ms. Dudo. All in favor. The meeting adjourned at 9:55 a.m.