

**Jefferson County Job Development Corporation  
Regular Monthly Board Meeting Minutes  
November 5, 2009**

The Jefferson County Job Development Corporation held its monthly Board of Directors meeting on Thursday, November 5, 2009 in the Watertown Center for Business and Industry board room, 800 Starbuck Avenue, Watertown, NY.

**Present:** Dennis Affinati, Kent Burto, Michelle Pfaff, Lance Evans, John Doldo, Jr., Julie Pecori, Robert Hagemann, Thomas Carman, Urban Hirschey, W. Edward Walldroff, Mary Corriveau, Thomas O'Connor, Stephen Duflo, Timothy Read

**Others Present:** Don Alexander, Lyle Eaton, Peggy Sampson, Mary Anne Hanley, David Zembiec, Gregory Hart of Workforce Development Institute, and Nancy Madsen of the Watertown Daily Times

**Excused:** Donald Rutherford, William Fulkerson, David Converse

**Absent:** Joseph Colello, James Wright, Mary Dudo, Paul Morgan

- I. **Call to Order:** Mr. Affinati called the meeting to order at 9:20 a.m.
- II. **Pledge of Allegiance:** Mr. Affinati asked all to stand to recite the pledge of allegiance.
- III. **Minutes:** Minutes of the regular board meeting held October 1, 2009 were presented. Mr. Evans moved, and Mr. Carman seconded; and

IT WAS VOTED: To approve the minutes for the regular meeting of October 1, 2009 as presented.

- IV. **Treasurer's Report:** Mr. O'Connor reviewed the financials for the period ending September 30, 2009. Mr. Doldo moved, and Ms. Corriveau seconded; and

IT WAS VOTED: To approve the September 30, 2009 Treasurer's Report as presented.

- V. **JCIDA Report:** Mr. Hirschey gave the following report on the JCIDA Board Meeting:

- Approved a \$40,000 MICRO Loan to Children 1<sup>st</sup> Daycare and Learning Zone
- Tabled a resolution for California Fruit Markets, Inc. pending further documentation
- Tabled resolution of support for the proposed Interstate 98
- Approved a resolution for Eagle Ridge for a mortgage on Phase I of their project
- Approved a resolution for Fort Drum Mountain Community Homes to release 20 acres
- Adopted a Certificate of No Conflict of Interest
- Adopted Rules for Public Hearings conducted by the Agency

- VI. **Committee Reports:**

**Executive Committee** – Mr. Affinati indicated that the committee met recently to review the updated 2008-2009 goals and objectives, the proposed 2009-2010 goals and objectives, the staff incentive program, and the current committee structure. Mr. Carman moved, and Mr. Hirschey seconded; and

IT WAS VOTED: To approve the proposed 2009-2010 goals and objectives.

**Staff Incentive Program** – Mr. Affinati reviewed the weight and factor portions of the worksheet. The weight distribution is as follows: Completed JCJDC goals - 30, Completed JCIDA goals - 30, Community Investment - 20, Visitation - 10, and Board Discretion - 10 for a total of 100 points. The results were as follows: JCJDC Completed goals received 27%, JCIDA goals received 24%, Community Investment (\$20,000,000) was not reached, therefore 0%, Visitation received 3 points, and Board Discretion received

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10. Therefore, 64 out of 100 points or \$6,400 out of \$10,000. Mr. Affinati recommended the amount to the full board. Mr. Hirschev moved, and Mr. Carman seconded; and

IT WAS VOTED: To approve the \$6,400 bonus for the Staff Incentive Program for fiscal year ended September 30, 2009.

**Committee Structure** – Mr. Affinati asked each board member to review the current structure and let staff know if they would like to be added or removed from a particular committee. There was discussion regarding some inconsistencies about the number of committee members required by the bylaws versus the Public Authority Accountability Act of 2005. Staff will research the question. The document was tabled for further discussion.

**Governance Committee** – Mr. Affinati indicated that the committee met recently to review the proposed PAAA resolution that included all the required policies and recommend approval by the full board. The Code of Ethics Policy will be amended to reference the Jefferson County Code of Ethics. After discussion and amendment of the Code of Ethics Policy, Mr. Duflo moved, and Mr. Doldo seconded; and

IT WAS VOTED: To approve the resolution which included the policies and procedures.

**Audit Committee** – Mr. Eaton indicated that the committee met recently with Poulsen & Podvin in preparation for the audit for fiscal year ended September 30, 2009. The scope of work, fee, and question and answers were discussed.

**Manufacturer's Committee**- Ms. Pecori indicated that a meeting will be held immediately following this meeting. Items to be discussed will be updating the survey, reaching out to the tri-county area, update the white paper, and healthcare issues.

**Marketing Committee** – Ms. Hanley quickly reviewed the 2009-2010 marketing goals and objectives. Mr. Evans reported on the October 29 meeting. Items of discussion included the amended Fast Facts, the web site upgrade, business awards, and a TV Commercial that will be developed for JCIDA. The next meeting will be held on Thursday, December 17, 2009.

**VII. Other Issues:**

**Jerry Loch – Small Business Energy Audit Program** – Mr. Loch made a brief presentation to the board regarding the program. He distributed material pertaining to the program that includes who's eligible, what the program offers, fee schedule, etc.

**VIII. Presidents Remarks:** No remarks

**Chief Executive Officer's Remarks:** Mr. Alexander recognized Greg Hart from the Workforce Development Institute in attendance. He also welcomed David Zembiec as the new Deputy Director and indicated that he will start November 12, 2009. He mentioned the JCIDA Public Hearing on the Galloo Island Wind Farm to be held Monday, November 9, 2009 at 7 p.m. at the Town Barn in Hounsfield for those interested in attending.

**IX. Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. Pfaff seconded by Ms. Corriveau. All in favor. The meeting adjourned at 10:15 a.m.