



**MINUTES**  
**GOVERNANCE COMMITTEE**  
**Thursday, March 28, 2019 – 9:45 Floor, Suite 414**  
**Dulles State Office Building**

The Development Authority of the North Country Governance Committee met in regular session at the State Office Building, Authority Conference, 4th Floor, 317 Washington Street, Watertown, New York on Thursday, March 28, 2019 at 9:45 am.

**Members Present**

Gary Turck, Chairman  
Fredrick Carter  
Thomas Hefferon  
Alex MacKinnon  
Margaret Murray

**Staff Present**

James W. Wright, Executive Director  
Angela Marra, Executive Assistant

**Guests Present**

**Committee Members - Absent**

Alfred Calligaris  
John B. Johnson, Jr.

**Other Board Members Present**

1. Chairman Turck called the meeting to order at 9:50 AM.
2. Chairman Turck requested a roll call by A. Marra.
  - All committee members were present except for A. Calligaris and J. Johnson, Jr., confirming there was a quorum.
3. Resolutions –
  - a. Resolution No. 2019-03-31, authorizing the Executive Director to approve compensation adjustments.

F. Carter asked if this is a three phase raise for everyone. J. Wright responded yes, there is 3.5% under 60, 3% 60 to 100, and 2.5% over 100. F. Carter further asked if that was the actual cost. J. Wright responded no, the actual cost is 3.56% - 4% that was budgeted. This is .4% that goes in steps and adjustments, 2.98% which is the annual, .17% in longevity for a total of 3.56% against the 4% which was budgeted. F. Carter stated that the Authority is very fair. J. Wright further commented that the Authority has standard benefits in the public sector, with greater participation in health insurance than many of the public employers.

Upon a motion by T. Hefferon, and seconded by F. Carter, Resolution No. 2019-03-31, Authorizing the Executive Director to Implement Compensation Plan, was unanimously approved by the Governance Committee.

b. Resolution No. 2019-03-32, approves amended portions of the Personnel Policy.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2019-03-32, Approving Modifications to Personnel Policy, was unanimously approved by the Governance Committee.

J. Wright further pointed out that on the non-exempt pay chart grade three was eliminated because there was only one position, and two people in it. It was collapsed in with grade four. The minimum wage for a permanent employee of the Development Authority is \$16.34.

4. Mission Statement and Performance

J. Wright stated that the Authority Budget Office requires the Authority Mission Statement be annually reviewed and adopted. As presented today, this will be the mission statement for the next year, unless there is any desire to change it. The Authority's mission is unchanged. This statement has historically been the Authority's mission. The Performance Measures listed below are the same that were used last year.

Upon a motion by F. Carter, and seconded by M. Murray, the Mission Statement and Performance Measures for April 1, 2019 – March 31, 2020, were unanimously approved by the Governance Committee

5. G. Turck requested an Executive Session to discuss Real Estate Matters.

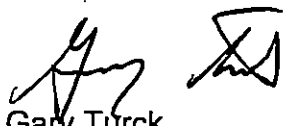
Upon a motion by F. Carter, and seconded by A. MacKinnon, the committee moved into Executive Session at 9:55 AM.

Upon a motion by F. Carter, and seconded by T. Hefferon, the committee moved out of Executive Session at 10:09 AM.

There was no action taken during Executive Session.

6. The committee meeting was adjourned at 10:10 AM.

Respectfully submitted,



Gary Turck  
Chairman, Governance Committee