

**MINUTES**  
**SELECTION COMMITTEE**  
**Thursday, May 21, 2020 – 10:00 AM**  
**Conference Call – Authority Conference Room, 4<sup>th</sup> Floor**  
**Dulles State Office Building**

The Development Authority of the North Country Selection Committee met in regular session at the State Office Building, Authority Conference, 4th Floor, 317 Washington Street, Watertown, New York on Thursday, May 21, 2020 at 10:00 am.

**Members Present**

Thomas Hefferon - Chair  
Frederick Carter – Board Chair  
Mary Doheny  
Dennis Mastascusa  
Alex MacKinnon

**Staff Present**

Laurie Marr – Director of Communications and Public Relations  
Angela Marra, Executive Assistant

**Committee Members - Absent**

Margaret Murray

**Guests Present**

James W. Wright  
Jennifer Granzow –Counsel, Wladis Law Firm

**Other Board Members Present**

This meeting was conducted as a teleconference meeting with members of the committee in attendance via teleconferencing. The meeting was also live streamed from the State Office Building. The meeting itself, due to the Corona Virus emergency restrictions, had no public access, but was accessible through the Authority website through live streaming. This meeting is in compliance with Governor Cuomo’s Executive Order.

During this meeting, because it was done telephonically, it was asked that when speaking committee members please state their name so they can be identified appropriately in the minutes.

1. Chairman Carter called the meeting to order at 10:07 AM.
2. F. Carter requested an Executive Session to discuss Real Estate Matters and Legal Matters.

Upon a motion T. Hefferon, and seconded by A. MacKinnon, the committee moved into Executive Session at 10:07 AM.

Upon a motion by F. Carter, and seconded by D. Mastascusa, the committee moved out of Executive Session at 10:14 AM.

There was no action taken during Executive Session.

3. Roll Call – all committee members were present except for M. Murray.
4. Resolution No. 2020-05-XX, appoints Carl E. Farone, Jr. as the Interim Executive Director of the Authority, with all the duties, responsibilities, and authority provided for in the Authority By Laws. It is further resolved that said appointment shall be effective immediately and shall remain in full effect until such time as the Authority selects and appoints a successor.

As per F. Carter's request, L. Marr read the resolution in its entirety into the records:

Whereas, the Executive Director of the Development Authority of the North Country has retired effective May 15, 2020, and

Whereas, by virtue of his serving as the Deputy Executive Director Carl E. Farone, Jr. assumed the responsibilities of acting Executive Director, upon the effective date of the vacancy caused by the retirement, and

Whereas, the Chairman of the Authority has appointed a search committee to oversee the process of an open recruitment and search for the selection of a new Executive Director,

Whereas, The Chairman has recommended the Authority affirm the appointment of Carl E. Farone, Jr. as the Interim Executive Director of the Authority and he shall serve in that capacity until such time as the Authority selects and appoints a permanent Executive Director.

Now, upon the recommendation of the Selection Committee, therefore, be it

RESOLVED the Development Authority of the North Country does here with appoint Carl E. Farone, Jr. as the Interim Executive Director of the Authority, with all the duties, responsibilities and authority provided for in the Authority By-Laws.

RESOLVED, said appointment shall be effective immediately and shall remain in full effect until such time as the Authority selects and appoints a successor.

Upon a motion by F. Carter, and requested a roll call vote by the voting members of the committee for Resolution No. 2020-05-XX, Appointing of Interim Executive Director, Development Authority of the North Country, Carl, E. Farone, Jr.

F. Carter – Yes

T. Hefferon – Yes

A. MacKinnon – Yes

D. Mastascusa – Yes

M. Doheny – Yes

## 5. Selection Process Discussion

F. Carter stated that each committee member has received a copy of the selection process, and asked if there any issues or discussion points from the committee. F. Carter further commented that he would like to take a look at number six of the Search Process, and he would like to see the Search Committee get together and review the final selection of who is qualified for the position. F. Carter also stated that when they arrive at the final number of candidates he would like to see face to face meetings with the committee to ensure they do not overlook anything.

L. Marr asked for clarification, in that before interviews are scheduled, F. Carter is stating he would like to have another face to face meeting with the Search Committee to review all the qualified candidates, and then that that meeting the Search Committee will choose the people they want to interview. F. Carter replied yes, and asked T. Hefferon if that was ok with him. T. Hefferon responded yes. A. MacKinnon responded that he was fine with this as well, as long as it can be face to face and all current rules and regulations can be followed.

T. Hefferon asked if the meeting would be allowed to take place in the State Office Building. L. Marr responded that there will be more guidance on that topic within the next two weeks as office buildings begin to open in Phase II, and she will keep the committee posted on that situation.

T. Hefferon asked if ads were going to begin running next week. L. Marr responded to clarify that the Search Process document as well as the job advertisement were all drafted simply for the Search Committee to review as a starting point. Any of this can be changed to whatever the committee decides. L. Marr explained the difference between required qualification and preferred qualifications. The required qualifications are those items that each candidate must meet at a minimum in order to be considered a qualified candidate. If the committee were to choose to shorten this list, it would provide more flexibility. Items from the required list could also be more to the preferred list. L. Marr specifically wanted the committee to understand this is a draft for their consideration and the committee has the freedom to make changes.

T. Hefferon stated that hopefully all committee members have read this document, and asked if any committee members wished to change or exclude. A. MacKinnon stated that he has read it and feels that it is pretty standard and covers all the bases. He further stated that he feels that the documents as written will attract a number of qualified applicants. M. Doheny commented that she agrees with A. MacKinnon.

M. Doheny asked to request counsel to crosscheck and make sure this is being done what is required. She further stated that each year an evaluation is being done for the executive director, and asked if the legal team could also look at that evaluation to determine if there are metrics from that to be used. J. Granzow stated that these documents seems very comprehensive, but she agreed to definitely review the metrics as requested.

F. Carter stated that within this draft there is no mention of salary, and asked if this the way this should be. L. Marr responded that they may hear from interested parties who also request what the salary range will be. L. Marr continued stating that she was unsure

if this was a topic discussed during the committee's executive session, but this is up to the committee. L. Marr recommended that the job advertisement simply state that the salary is commensurate with experience. This option would leave more flexibility when the committee is down to the final list and an applicant has more experience allowing them to be offered a higher pay scale. By not quoting a specified number, this allows the committee more freedom. M. Doheny stated that she agreed.

M. Doheny asked about where the committee plans to post the advertisement. She further stated that the current list seems comprehensive in that it covered all three counties, and then some of the regional areas such as Syracuse.com. M/ Doheny asked L. Marr if there were any other publications she would suggest they need to look at listing in as well. L. Marr replied that these are the publications she felt covered the region best. Typically all Authority job openings are advertised on Indeed.com, the Authority website, and on the New York State Department of Labor website. This will provide for broader coverage, while hopefully avoiding situations where people from California or Arkansas are randomly sending resumes out. L. Marr stated she was working toward a balance of broad distribution, with a regional focus. That being said, this needs to be based on what the committee wants. If the committee decides it is important to have candidates who understand regional issues, needs and challenges then this approach will work. If it is decided that the candidate should have more national experience the suggested listing can be changed.

F. Carter stated that this would not stop someone from anywhere from submitting an application. L. Marr agreed because the listing will be posted on Indeed.com. F. Carter stated that this is being listed in the Times Union as well as being listed in Plattsburgh. He further stated that he is happy that it is listed in the North Country.

M. Doheny asked what people in St. Lawrence County read, if it was North Country Now. L. Marr responded yes, or sometimes there will be items in the Sunday Watertown Daily Times in a smaller St. Lawrence County section. Primarily people in St. Lawrence County use North Country Now or North Country This Week, but that is all that is left up there.

L. Marr asked the committee if these approved of the applications being due by June 30<sup>th</sup>. F. Carter stated this was a good time frame. M. Doheny and T. Hefferon commented that they agree.

L. Marr asked the committee when they would like to see the job ads go out right away. T. Hefferon, F. Carter and M. Doheny all commented that yes, they agree with the ads being run right away.

Upon a motion by F. Carter, and seconded by D. Mastascusa, the procedures outlined during this meeting have been approved. F. Carter requested a roll call vote by the voting members of the committee.

T. Hefferon – Yes  
F. Carter – Yes  
D. Mastascusa – Yes  
M. Doheny – Yes  
A. MacKinnon - Yes

F. Carter thanked the committee members for participating, and stated that one thing he wants the committee to know is that when it comes down to the final decision on staffing this position, that it is important that the committee remains stewards of this Authority and make sure that this all comes down to the final candidates that it comes back to the full board where everyone can ask questions.

L. Marr asked for clarification on one item that may require counsel's opinion. L. Marr asked if when the committee came out of Executive Session, was it necessary to make a statement that the committee did or did not take any action. J. Granzow stated that this was covered by taking the vote on the action that was agreed upon in Executive Session.

L. Marr then asked if the committee wanted to schedule another Search Committee meeting, or would they prefer to receive updates of how the applications are coming in.

M. Doheny suggested that L. Marr send weekly or bi-weekly updates. She further requested that with the July 4<sup>th</sup> holiday being just after the application deadline that it may be helpful to the committee members to select a date for the next meeting now, asking if July 2<sup>nd</sup> would be too quick. F. Carter stated he was looking at July 1<sup>st</sup> or 2<sup>nd</sup>, and asked T. Hefferon if these dates would work. T. Hefferon agreed with these dates.

A. MacKinnon asked if the applications were going to be reviewed as they came in, or were they going to amass a whole pile and review them for structure with the subcommittee of T. Hefferon and L. Marr to ensure basic qualifications are met. L. Marr had proposed that J. Granzow, T. Hefferon, and herself could look at them and take out those that were definitely not qualified, but then provide the committee with copies of all other applications as well as a spreadsheet that shows all names so those disqualified can be seen as well. A. MacKinnon asked if this work was going to be completed by June 30<sup>th</sup>, or were they going to wait until June 30<sup>th</sup> to have all the applications and then begin the review process. L. Marr was thinking that most people would not wait until the deadline to submit, and review what has been received the week of June 30<sup>th</sup>. A. MacKinnon stated that sounds like by June 30<sup>th</sup> there is going to be a good idea of who the acceptable applicants are so scheduling a meeting early in July will be possible. F. Carter asked that instead of June 30<sup>th</sup>, the date could be changed to the last Friday in June, which would allow enough time to be ready to meet again on July 1<sup>st</sup> or 2<sup>nd</sup>. F. Carter asked T. Hefferon if this sounded all right, to which T. Hefferon agreed. A. MacKinnon also commented that this plan allows flexibility in the event something happens, there will be time to straighten it out.

F. Carter asked that L. Marr would find a place for the committee to meet, ensuring the room was large enough so they can be 10 feet apart and have the proper supplies there. L. Marr agreed and said that she will take care of that.

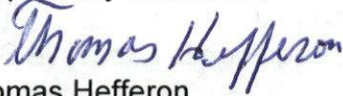
A. MacKinnon also asked for weekly update emails on L. Marr's progress, such as when the ad is completed, where it was placed, how many applications were received to keep the committee apprised of how everything is progressing. L. Marr agreed to send email updates to the committee.

F. Carter asked if there was a need for the advertisement for this particular position to be placed in a minority group. M. Doheny stated that is a question for counsel, and this was

ultimately her point of going back to enabling legislation and checking the New York State requirements. J. Granzow stated she will definitely look into this.

6. Upon a motion by F. Carter, and seconded by T. Hefferon, the meeting was adjourned at 10:38 AM.

Respectfully submitted,



Thomas Hefferon  
Chairman, Selection Committee