

BATAVIA DEVELOPMENT CORPORATION (BDC)
Governance Committee Meeting
Meeting Minutes December 16th, 2021 @ 8:30am

Attendance

BDC Attendees: Lori Aratari, Derek Geib, Rebecca Cohen, Rachael Tabelski, Wesley Bedford, and Brett Frank (Director)

Absent/Excused: Steve Pies, Pier Cipollone, Chris Fix, Jake Whiting, and Nate Varland

Guests/Media: Brian Quinn (Daily News)

Call to Order

At 8:43 a.m. L. Aratari, President of the BDC, called the meeting to order.

Agenda Additions: None at this time.

Governance Topics:

The Governance Committee reviewed the following policies and recommended them to be brought to Full Board meeting scheduled for January 27th, 2022.

1. Governance Committee Charter
2. BDC By-Laws
3. Investment Policy
4. Disposition of Property Policy
5. Procurement Policy
6. Conflict of Interest Policy
7. Anti-Nepotism Policy
8. Whistle Blower Policy
9. Defense and Indemnification Policy
10. Diversity Policy
11. Code of Ethics
12. Loan Policy
13. Sexual Harassment policy
14. Audit and Finance Committee Charter
15. RLF Fund and Grant BOA Policy
16. Performance Evaluation Policy
17. Fiscal and Internal Controls Policy
18. MWBE Policy

B. Frank discussed with Governance Committee idea of having Harris Beach review all policies and it was determined by Board members present to not have all policies reviewed as a full review was done in 2020. B. Frank reviewed that he consulted with GCEDC about policy changes they have made as BDC policies mirror what the GCEDC has and no changes in policy were made by GCEDC that were applicable to BDC policies.

Motion by R. Tabelski to move policies 1-18 to full board meeting on January 27th, 2021; Seconded by W. Bedford.

NYS Local Public Authority Evaluation of Prior Year Performance

B. Frank presented BDC Authority Self Evaluation of Prior Year Performance – 2021. The evaluation was based on the 2012 Mission and Measurement Report for the Authority, moving forward the agency would complete an annual Mission and Measurement Report, giving the board a basis for the Evaluation of Prior Year Performance Report. The report is still being completed and is not 100% updated but will be completed prior to the January BDC Board meeting.

NYS Local Public Authority Mission & Measurement Report

B. Frank presented the agency with the 2022-23 Local Public Authority Mission & Measurement Report. The following goals were set for 2022.

2022 Measurements:

1. Secure new capital/business commitments of \$30 million.
2. Secure business pledges to create 20 jobs.
3. Facilitate Revolving Loan Fund Grants for the City of Batavia to foster new start-up businesses and promote repairs to commercial and mixed-use buildings.
4. Achieve the BDC's 2022-2023 budget from a bottom-line financial operation performance (EBITDA) standpoint.
5. Successfully administer and implement the 2018 Batavia DRI Project, Building Improvement Fund, and 2019 New York Main Street program.
6. Implement strategic plan to acquire parcels in the Creek Park LLC and secure a developer to build market rate apartments.
7. Continue to enhance the BDC's value and build strong relationships with the City of Batavia government, schools, businesses & residents, and other economic development organizations.
8. Assist the City of Batavia with Jackson Square National Grid Grant, BOA pre-development of the Mall & Harvester Center, and Brisbane Mansion Technical Assistance Grant.

L. Aratari read Governance Certification point 1-5 to Board members.

Motion of R. Tabelski to move NYS Public Authority Mission Statement and Goals 2022-2023 to January Board meeting for approval; Seconded by R. Cohen.

Adjournment

Motion of W. Bedford to adjourn the meeting; seconded by R. Cohen and approved by all members present. The meeting stood adjourned at 8:59 a.m.