

**BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY
PERSONNEL COMMITTEE
Wednesday, February 20, 2019 • 11:00 AM
The Agency Conference Room, 2nd floor
FIVE South College Drive, Suite 201
Binghamton, NY 13905**

PRESENT: W. Howard, J. Stevens and D. Crocker

GUESTS: None

ABSENT: J. Peduto

STAFF: K. McLaughlin, T. Gray, S. Duncan, C. Norton, N. Abbadessa and
C. Hornbeck

PRESIDING: W. Howard

AGENDA ITEM 1: Chairman Howard called the meeting to order at 11:01 a.m.

AGENDA ITEM 2: Approval of the January 22, 2019 Personnel Committee Meeting Minutes. Chairman Howard stated the first order of business is acceptance of the January 22, 2019 Personnel Committee Meeting minutes.

MOTION: Mr. Stevens moved to accept the minutes; seconded by Mr. Crocker. Chairman Howard asked if all are in favor (none opposed); the minutes are accepted.

AGENDA ITEM 3: Public Comment. There was no public comment.

AGENDA ITEM 4: Review and Recommend Changes to The Agency Personnel Policy. Mr. Gray stated The Agency sent out the Employee Handbook with the additions required by state law, indicated in red on pages 6, 27, 28, 29 30, 42, 43, 44, 45 and 46, as well as attachments. The required legislation, as it relates to the Family Leave Act, was incorporated into The Agency Employee Handbook, to comply with state law. A short discussion followed. Mr. Gray clarified that The Agency has been adhering to the policy; now, it is formally embedded in the handbook. Mr. Gray requested a recommendation to the full board to make this version permanent.

MOTION: To recommend The Agency Employee Handbook with additions required by State law. On MOTION by Mr. Stevens, seconded by Mr. Crocker, the MOTION CARRIED UNANIMOUSLY.

AGENDA ITEM 5: Adjournment. Chairman Howard requested a motion for adjournment.

MOTION: On a MOTION by Mr. Stevens, seconded by Mr. Crocker, the MOTION CARRIED UNANIMOUSLY, and the meeting was adjourned at 11:04 a.m.

The next meeting of the BCIDA Personnel Committee is scheduled for March 6, 2019 at 12:00 p.m. at FIVE South College Drive, Suite 201, Binghamton, NY 13905.