

THE AGENCY

BROOME COUNTY IDA / LDC

BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY

PERSONNEL COMMITTEE MEETING

March 30, 2022, 11:00 a.m.

The Agency Conference Room, 2nd Floor

Five South College Drive, Suite 201

Binghamton, NY 13905

AGENDA

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| 1. Call to Order | J. Peduto |
| 2. Accept the December 15, 2021 Personnel Committee Meeting Transcript | J. Peduto |
| 3. Public Comment | J. Peduto |
| 4. Executive Session: Discuss Personnel Items | J. Peduto |
| 5. Adjournment | J. Peduto |

BROOME COUNTY INDUSTRIAL DEVELOPMENT AGENCY

IDA Personnel Committee Meeting Transcript

Held telephonically, December 15, 2021, commencing at
10:16 a.m. Adjourned at 10:54 a.m.

[See attendees at end of transcript].

REPORTED BY:

Carrie Hornbeck, Executive Assistant Broome County
Industrial Development Agency

Chairman Peduto: With that, I'd like to call this meeting of the IDA Personnel Committee to order. First order of business is to accept the October 19, 2021 meeting transcript. It was sent out to all the committee members. They've had an opportunity to review and make any revisions, so we will accept it for the record.

Next item is public comment. Anybody wishing to speak in any manner concerning the IDA is welcome to do so now. Please state your name and address for the record. Limit your comments to five minutes.

Is there any public comment? There being none, we'll close that section of the meeting and move on to the first agenda. Or the third agenda, fourth agenda item, which is the review of recommended changes to The Agency handbook. Stacey?

Ms. Duncan: Yes. Thank you. So this item does go through our Personnel Committee whenever making substantive changes to our employee handbook. And this year I'd say there are several. I want to thank Theresa for working on this. She's attended I think I don't know how many seminars and webinars on all these changes that companies and nonprofits have

to have in their personnel handbooks, but all for good reason.

So I kept everything redlined, everything that's essentially new or modified in the employee handbook. They mostly relate to diversity, equity, inclusion. Inclusion code of conduct as well the newly enacted New York Heroes Act which is with regard to any public health crisis. Not just this one. But moving forward, let's hope we don't have any more. But that is Section F on page 16. That's the Airborne Infectious Disease Exposure Prevention Plan or the Heroes Act. I'm not sure how they came to that acronym, but that is in there as well for New York State Law.

We also have added things related to telecommuting. We do know we live in a different world now. So sometimes we recognize and appreciate that sometimes a work from home arrangement can be a flexible way to keep staff productive. So we've added that as well. I think -- Theresa, did I cover everything?

Ms. Ryan: Yeah, the only other thing we added is the Martin Luther King Day.

Ms. Duncan: Yes. The federally recognize holiday, Martin Luther King Day, which we had not previously observed.

Ms. Ryan: Also, the state law in part. The sick plan for part-time employees.

Ms. Duncan: Yes. Thank you. Paid sick time as well. Those two were New York State laws that originally were passed in 2020 and 2021. Therefore, we have modified to stay compliant with those laws. I think that is it. Again, thank you to Theresa. She's attended webinars and sought guidance from area law firms. You know HH&K did a number of webinars. She's attended SHRM, Society for Human Resource Managers, webinars. So a lot of good and positive feedback on what's in here.

Chairman Peduto: Thank you. Committees had the opportunity to review these. As Stacey mentioned, they are redlined. So they are pretty evident. Many are statutory. Does anyone on the committee have any comments, observations, or suggestions with regard to the proposed changes to the handbook?

There being none, could we have a motion to accept the changes as drafted?

Mr. Gates: So moved.

Chairman Peduto: Thank you, Dan. Second?

Mr. Mirabito: I get it.

Chairman Peduto: Thanks, Joe. All in favor?

Unknown: [Aye -- in unison.]

Chairman Peduto: Anyone opposed? Motion carries. Thank you.

Next, I'd like to move into the executive session to discuss some personnel matters. May I have a motion to move into executive session?

Mr. Gates: So moved.

Chairman Peduto: Thank you, Dan. Second?

Ms. Sacco: Second.

Chairman Peduto: Thank you, Cheryl. All in favor?

Unknown: [Aye -- in unison.]

Chairman Peduto: So we're in executive session.

[Start of Executive Session 10:21 a.m.]

[End of Executive Session 10:50 a.m.]

Chairman Peduto: All right. We're out of executive session. Motion to come out of executive session was Dan Gates' and seconded by Cheryl.

One remaining item on our agenda, number 6, which is consideration and modification to The

Agency's organizational chart and proposed job descriptions. Stacey?

Ms. Duncan: Yes, in light of Tom Gray's retirement, I have proposed making modifications to The Agency's, the Broome County IDA and LDCs staffing chart or organizational chart. That was presented to the Personnel Committee. This would modify and change some of the structures, put Natalie Abbadessa into the role of director of Operations, put in Brian into the role of director of Community and Economic Development. For Finance and HR specialist, just a change to the title, Theresa Ryan and executive assistant Carrie Hornbeck. Marketing and Communications manager, Amy Williamson. It would free up one position under the title of Community Development specialist, which is currently vacant. Let's just do a shared position for Business Development specialist with the chamber through our partnership under the leadership alliance with Patrick Doyle. And that position would be housed with the chamber.

Chairman Peduto: Thank you, Stacey. I know you've all had an opportunity to review this for the

meeting. Any final comments or questions for Stacey?
There being none, can we have a motion to accept.

Mr. Mirabito: So moved.

Chairman Peduto: Second?

Mr. Gates: I'll second.

Chairman Peduto: Dan second. All in favor?

Unknown: [Aye -- in unison.]

Chairman Peduto: Opposed? Motion carries.

Last item on our agenda is adjournment. Who would like
a motion to adjourn?

Ms. Sacco: I motion.

Chairman Peduto: Thank you, Cheryl. Second?

Dan? All in favor?

Unknown: [Aye -- in unison.]

Chairman Peduto: Good.

Unknown: All right. We're finished in five
minutes.

[Meeting Adjourned at 10:54 a.m.]

[Attendees: Jim Peduto, Joe Mirabito,
Cheryl Sacco, Dan Gates, Dan Crocker, Stacey Duncan,
Natalie Abbadessa, Carrie Hornbeck, kBrendan O'Bryan,
Theresa Ryan]