

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

Please take notice that there will be a regular meeting of the Columbia County Capital Resource Corporation and its Committees to be held in person on February 4, 2025 at 8:30am, at One Hudson City Centre, Suite 301, Hudson, NY 12534 in accordance with Public Officers Law Section 103-a; This meeting is open to the public, who will have the opportunity to attend the meeting in person at the One Hudson City Centre address or via Zoom and provide live comments. Meeting packets are posted and available on the IDA's website:

<https://columbiaedc.com/about-cedc/columbia-county-ida/ccida-public-documents-room/>

Join Zoom Meeting

<https://us06web.zoom.us/j/89048676345?pwd=jeDElxc5230C0dsAFjXPeJViosEXap.1>

Meeting ID: 890 4867 6345, Passcode: 056552, Dial by your location: 1 646 558 8656

Find your local number: <https://us06web.zoom.us/j/89048676345?pwd=jeDElxc5230C0dsAFjXPeJViosEXap.1>

Dated: January 28, 2025

Nina Fingar-Smith

Secretary, Columbia County Capital Resource Corporation

## CRC Governance Committee Meeting Agenda

### Members:

|                   |                |                |
|-------------------|----------------|----------------|
| Nina Fingar-Smith | Brian Keeler   | Sarah Sterling |
| Bob Galluscio     | Helen Kozel    |                |
| William Gerlach   | Carmine Pierro |                |

1. Consent Agenda\*
  - a. Minutes, February 6, 2024
  - b. Governance Committee Charter Review
  - c. 2025 Compliance Calendar
  - d. 2024 Committee Evaluation
  - e. 2024 Discharged Duties
  - f. 2024 Statement of Internal Controls
2. Public Comment

### Attachments:

Draft February 6, 2024 Minutes

Governance Committee Charter

2025 Compliance Calendar

2024 Committee Evaluation

2024 Discharged Duties

2024 Statement of Internal Controls

\* Requires Approval

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

## MINUTES DRAFT COLUMBIA COUNTY Capital Resource Corporation Governance Committee Tuesday, February 6, 2024

The regular meeting of Columbia County Capital Resource Corporation Board’s Finance Committee, held in person on the above date. The meeting was called to order at 8:42am by Carmine Pierro, Chairman,

| Attendee Name       | Title                           | Status            | Arrived |
|---------------------|---------------------------------|-------------------|---------|
| Nina Fingar-Smith   | Secretary                       | Present in person |         |
| Robert Galluscio    | Treasurer                       | Present in person |         |
| William Gerlach     | Board Member                    | Absent via phone  |         |
| Brian Keeler        | Board Member                    | Absent            |         |
| Carmine Pierro      | Chair                           | Present in person |         |
| Rick Rector         | Board Member                    | Present in person |         |
| Sarah Sterling      | Vice-Chair                      | Present in person |         |
| Andrew Howard       | Counsel                         | Present in person |         |
| F. Michael Tucker   | President/CEO                   | Present in person |         |
| Chris Brown         | Housing Development Coordinator | Present in person |         |
| Martha Lane         | Business Development Director   | Present in person |         |
| Stephen VanDenburgh | Business Development Specialist | Present in person |         |
| Lisa Drahusuk       | Administrative Supervisor       | Present in person |         |
| Cat Lyden           | Bookkeeper                      | Present in person |         |
| Riley Werner        | Administrative Assistant        | Present in person |         |
| A Joseph Scott      | IDA Counsel                     | Present via Zoom  |         |
| Chris Canada        | IDA Counsel                     | Present via Zoom  |         |

**Minutes, October 3, 2023:**

*Mr. Galluscio made a motion, seconded by Ms. Fingar-Smith to approve the Governance Committee minutes from October 34, 2023. Carried.*

**Governance Committee Charter:**

*Ms. Sterling made a motion, seconded by Mr. Rector to approve the document as presented. Carried.*

**2024 Compliance Calendar:**

*Ms. Fingar-Smith made a motion, seconded by Ms. Sterling to approve the 2024 Compliance Calendar as presented. Carried.*

**2023 Committee Evaluation:**

*Ms. Sterling made a motion, seconded by Mr. Rector to approve the 2023 Committee evaluation as presented. Carried.*

**2023 Discharged Duties:**

*Mr. Rector made a motion, seconded by Ms. Fingar-Smith to approve the 2023 Discharged Duties. Carried.*

# COLUMBIA COUNTY CAPITAL RESOURCE CORPORATION

**2023 Statement of Internal Controls:**

*Ms. Fingar- Smith made a motion, seconded by Mr. Galluscio to approve the 2023 Statement of Internal Controls as presented. Carried.*

*With no other business and no public comment, Ms. Sterling made a motion, seconded by Mr. Galluscio to adjourn the meeting. Carried. The Governance Committee Meeting ended at 8:43am.*

*Respectfully submitted by Lisa Drahushuk*

## **Columbia County Capital Resource Corporation GOVERNANCE COMMITTEE CHARTER**

This Governance Committee Charter was adopted by the Board of the Columbia County Capital Resource Corporation, a Not-for-Profit corporation established under the laws of the State of New York, on this 7<sup>th</sup> day of February of 2017.

### **Purpose:**

Pursuant to Article IV, Section 1 of the Corporation's bylaws, the purpose of the Governance Committee is to assist the Board by:

- Keeping the Board informed of current best practices in corporate governance;
- Reviewing corporate governance trends for their applicability to the Columbia County Capital Resource Corporation
- Updating the Columbia County Capital Resource Corporation's corporate governance principles and governance practices;
- Advising those responsible for appointing directors to the Board on the skills, qualities and professional or educational experiences necessary to be effective Board members; and
- Seek, recommend and nominate qualified candidates for election or appointment to the Columbia County Capital Resource Corporation's Board of Directors.

### **Powers of the Governance Committee**

The Board of Trustees has delegated to the Governance Committee the power and authority necessary to discharge its duties, including the right to:

- Meet with and obtain any information it may require from corporation staff.
- Obtain advice and assistance from in-house or outside counsel, accounting and other advisors as the committee deems necessary.
- Solicit, at the Corporation's expense, persons having special competencies, including legal, accounting or other consultants as the committee deems necessary to fulfill its responsibilities. The Governance Committee shall have the authority to negotiate the terms and conditions of any contractual relationship subject to the Board's adopted procurement guidelines as per Public Authorities Law Section 2879, and to present such contracts to the Board for its approval.
- Developing a pool of potential candidates for consideration in the event of a vacancy on the Board of Directors including nominees recommended by members. Members may contact the Governance Committee Chairman, the Chairman of the Board or the Corporate Secretary in writing when proposing a nominee. This correspondence should include a detailed description of the proposed nominee's qualifications and a method to contact that nominee if the Governance Committee so chooses.
- Following the guidelines and criteria for the screening of directorial candidates as outlined in the Candidate Nomination and Appointment policy below, recommending nominees to the full Board of Directors.

**Candidate Nomination & Appointment Requirements:**

The Governance Committee believes that it is in the best interest of the Corporation and its members to obtain highly qualified candidates to serve as members of the Board of Directors. The Governance Committee will seek candidates for election and appointment that possess the integrity, leadership skills and competency required to direct and oversee the Corporation's management in the best interests of its members, clients, employees, communities it serves and other affected parties.

A candidate must be willing to regularly attend Committee and Board of Directors' meetings, to participate in Board of Directors' development programs, to develop a strong understanding of the Corporation, its businesses and its requirements, to contribute his or her time and knowledge to the Corporation and to be prepared to exercise his or her duties with skill and care. In addition, each candidate should have an understanding of all governance concepts and the legal duties of a trustee of a public corporation

**Committee Composition and Selection**

The membership of the committee shall be as set forth in accordance with and pursuant to Article IV, Section 1 of the Corporation's bylaws. The Governance Committee shall be entirely comprised of independent members. The Governance Committee members shall be appointed by, and will serve at the discretion of the Columbia County Capital Resource Corporation's Board of Directors. The Committee may designate one member of the Governance committee as its Chair. The members shall serve until their resignation, retirement, removal by the Board or until their successors shall be appointed and qualified. When feasible, the immediate past Governance Committee Chair will continue serving as a member of the Committee for at least one year to ensure an orderly transition.

Governance Committee members shall be prohibited from being an employee of the Corporation or an immediate family member of an employee of the Corporation. In addition, Governance Committee members shall not engage in any private business transactions with the Corporation or receive compensation from any private entity that has material business relationships with the Corporation, or be an immediate family member of an individual that engages in private business transactions with the Corporation or receives compensation from an entity that has material business relationships with the Corporation.

The Governance Committee members should be knowledgeable or become knowledgeable in matters pertaining to governance and the nomination process.

**Committee Structure and Meetings:**

The Governance Committee will meet a minimum of twice a year, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. All committee members are expected to attend each meeting in person.

Meeting agendas will be prepared for every meeting and provided to the Governance Committee members at least five days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The Governance Committee shall act only on the

affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings are to be recorded.

### **Reports**

The Governance Committee shall:

- Report its actions and recommendations to the Board at the next regular meeting of the Board.
- Report to the Board, at least annually, regarding any proposed changes to the Governance Committee charter or the governance guidelines.
- Provide a self-evaluation of the Governance and Nominating Committee's functions on an annual basis.

### **Responsibilities**

To accomplish the objectives of good governance and accountability, the Governance Committee has responsibilities related to: (a) the Corporation's Board; (b) evaluation of the Corporation's policies; and (c) other miscellaneous issues.

### **Relationship to the Corporation's Board**

The Board of Directors has delegated to the Governance Committee the responsibility to review, develop, draft, revise or oversee policies and practices for which the Governance Committee has specific expertise, as follows:

- Develop the Corporation's governance practices. These practices should address transparency, independence, accountability, fiduciary responsibilities, and management oversight.
- Develop the competencies and personal attributes required of Directors to assist those authorized to appoint members to the Board in identifying qualified individuals.

In addition, the Governance Committee shall:

- Develop and recommend to the Board the number and structure of committees to be created by the Board.
- Develop and provide recommendations to the Board regarding Board member education, including new member orientation and regularly scheduled board member training to be obtained from state-approved trainers.
- Develop and provide recommendations to the Board on performance evaluations, including coordination and oversight of such evaluations of the board, its committees and senior management in the Corporation's governance process.

### **Evaluation of the Corporation's Policies**

The Governance Committee shall:

- Develop, review on a regular basis, and update as necessary the Corporation's code of ethics and written policies regarding conflicts of interest. Such code of ethics and policies shall be at least as stringent as the laws, rules, regulations and policies applicable to state officers and employees.

- Develop and recommend to the Board any required revisions to the Corporation's written policies regarding the protection of whistleblowers from retaliation.
- Develop and recommend to the Board any required revisions to the Corporation's equal opportunity and affirmative action policies.
- Develop and recommend to the Board any required updates on the Corporation's written policies regarding procurement of goods and services, including policies relating to the disclosure of persons who attempt to influence the Corporation's procurement process.
- Develop and recommend to the Board any required updates on the Corporation's written policies regarding the disposition of real and personal property.
- Develop and recommend to the Board any other policies or documents relating to the governance of the Corporation, including rules and procedures for conducting the business of the Corporation's Board, such as the Corporation's by-laws. The Governance will oversee the implementation and effectiveness of the by-laws and other governance documents and recommend modifications as needed.

### **Other Responsibilities**

The Governance Committee shall:

- Annually review, assess and make necessary changes to the Governance Committee charter and provide a self-evaluation of the Governance Committee.

Reviewed and re-affirmed February 6, 2018

CEDC Compliance Calendar 2025

| Board Meeting Month | Activity  | Notes  |
|---------------------|---|--|
| January - March     | <p>Board and Committee Self-Evaluations Summary Review, Required documents presented to Board and Committees for approval</p> <p>Review Mission Statement and Measurements Report for changes, Board and Committee Self-Evaluation Summary review, Required documents presented to Board and Committees for review</p> <p>Review Annual, Audit, Procurement and Investment Reports (Reports are produced by PARIS) <b>DEADLINE 3/31/25</b><br/> <b>Board Evaluation Deadline for submission 3/31/25</b></p> | <p>Require Committee &amp; Board review and approval</p> <p>Changes to Mission Statement require BD approval and resubmission to ABO</p> |
| April               | <p>Form 990 review and approval. Policy and Procedure Review and update<br/>                     Annual Financial Disclosures<br/>                     Distribution/Follow up</p>   | <p>Form 990 requires Board review and approval</p>   |
| May - October       | <p>Policy and Procedure Review and update.<br/>                     Budget Review and approval<br/>                     Budget Review <b>DEADLINE 10/31/25</b></p>  | <p>Budget requires Board review and approval</p>   |
| October             | <p>Budget Review and approval</p>   |  |
| November - December | <p>Policy and Procedure Review and update<br/>                     Board and Committee Evaluation Distribution<br/>                     Board and Committee Evaluations Followup<br/>                     Preparation begins on required documents for following year</p>   |  |



| 2024 Summary Confidential Board Evaluation of the CRC Governance Committee Performance  |       |          |          |          |
|---|-------|----------|----------|----------|
| Criteria  |       | Somewhat | Somewhat |          |
|   | Agree | Agree    | Disagree | Disagree |
| The Committee members meet applicable independence requirements.  | 7     |          |          |          |
| Discusses guidelines and policies governing the processes used to address and manage risk exposure.   | 7     |          |          |          |
| Reports proceedings, findings and recommendations to the Board after each Committee meeting.  | 7     |          |          |          |
| The Committee members receive a clear agenda and sufficient materials to prepare for each meeting with sufficient time to review and prepare.   | 7     |          |          |          |
| The Committee members are kept up to date on Company and corporate governance issues.   | 7     |          |          |          |
| The Committee members have the opportunity to speak with and ask questions of any Committee advisors that attend Committee meetings.  | 7     |          |          |          |
| The Committee promotes the importance of compliance with Company policies and procedures.   | 7     |          |          |          |
| The Committee receives sufficient information from management for its decision-making.  | 7     |          |          |          |
| The Committee effectively oversees the Company's corporate governance practices and procedures and regularly evaluates whether any changes to the documents, policies and procedures in the Company's corporate governance framework are necessary. | 7     |          |          |          |
| The Committee reviews and approves its charter and its policies and procedures, and recommends any changes to the board for approval, at least annually.  | 7     |          |          |          |
| The Committee conducts a self-evaluation at least annually.   | 7     |          |          |          |

## **Statement of the Effectiveness of Internal Control**

This Statement of the Effectiveness of Internal Controls was adopted by the Board of Directors of the Columbia County Capital Resource Corporation, (the “Corporation”), a public benefit corporation established under the laws of the State of New York, on this 4<sup>th</sup> day of February 2025.

### **Purpose**

To satisfy the requirement of Section 2800 (1)(a)(9) and Section 2800 (2)(a)(9) of Public Authorities Law, the Corporation has prepared the following statement:

### **Statement of the Effectiveness of Internal Controls**

*This statement certifies that the Columbia County Capital Resource Corporation followed a process that assessed and documented the adequacy of its internal control structure and policies for the year ending December 31, 2024.*

*To the extent that deficiencies were identified, the Corporation has developed corrective action plans to reduce any corresponding risk.*