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Columbia Economic Development Corporation

Meeting Minutes
COLUMBIA ECONOMIC DEVELOPMENT CORPORATION
Executive Search Committee
December 10, 2024
One Hudson City Centre, Suite 301
Hudson, New York

A regularly scheduled meeting of Columbia Economic Development Corporation’s (CEDC) Executive Search Committee meeting was in person in accordance with the Public Officer’s Law Section 103-a, on December 10, 2024

Attendee Name	Title	Status	Arrived/Departed
James Calvin	Committee Chair	Present in person	
Rick Cummings	Committee Member	Present in person	
Tarah Gay	Committee Member	Present in person	
Martha Lane	Committee Member	Present in person	
Rachel Levine	Committee Member	Present in person	
Jim Mackerer	Committee Member	Present in person	
Bryan Mahoney	Committee Member	Absent	
Michael Molinski	Committee Member	Present in person	
F. Michael Tucker	President/CEO	Present in person	
Andy Howard	CEDC Attorney	Present in person	
Riley Werner	Administrative Assistant	Present in person	
Lisa Drahushuk	Administrative Supervisor	Present in person	

Mr. Calvin called the meeting to order at 10:03am.

Review Timeline:

He stated at the last meeting it had been agreed that the end of the timeline would be at the 2026 annual meeting. He stated he plugged in the steps and assigned an estimated time for each step process. He asked the Committee for their feedback on the draft timeline.

Ms. Levine suggested adding: researching potential recruiters in January 2025 and developing a list in order to be ready to retain them in May. Mr. Calvin stated the conversation had been possibly using more than one recruiter, and using any hired on a commission basis, but not handing the whole job to one recruiter.

Mr. Calvin thought May 1st would be the target start date for the selected candidate. It was clarified that the recruiter(s) would begin once the search began.

Mr. Tucker stated he would bring to the committee some ideas of how to advertise and names of any potential candidates he becomes aware of.



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Mr. Howard suggested the start date be published in the advertisement.

Role in Process:

Mr. Calvin asked the Committee to discuss Mr. Tucker's role in the search process, asking how involved did they want him to be. Mr. Tucker felt he should be a resource but not necessarily involved in the meetings. Mr. Calvin stated it sounded like Mike would be an as needed advisor and a connection to prospective candidates.

Key Qualifications:

Mr. Calvin asked the Committee to consider some of the key qualifications need for the job and the job description. He stated if a list could be developed the Committee can develop a full scale list of qualifications and a job description can be produced. He stated these should be "must have" qualifications.

Among the qualifications suggested by members of the committee were:

- Ability to learn
- Entrepreneurial self starter
- Familiarity with State, Federal and local economic development funding sources, with a preference for someone with intimate knowledge of those things
- Four year degree or equivalent
- Public relation speaking skills
- Ability to interact with State, municipal and county government

Also discussed was knowledge of the county's uniqueness.

Ms. Lane stated she had someone who works on writing equitable job descriptions and would pass on that information as a resource.

The next meeting was scheduled for February 11, 2025 at 9:30am.

With no further business and no public present in person or on Zoom, Mr. Cummings made a motion, seconded by Ms. Levine to approve the minutes of the October 21, 2024 meeting. Carried., The meeting adjourned at 10:43am.

Respectfully submitted by Lisa Draushuk