

**MINUTES OF A MEETING OF THE
JOINT GOVERNANCE COMMITTEE OF THE
ERIE COUNTY INDUSTRIAL DEVELOPMENT AGENCY (ECIDA),
BUFFALO & ERIE COUNTY REGIONAL DEVELOPMENT CORP. (RDC)
AND
BUFFALO & ERIE COUNTY INDUSTRIAL LAND DEVELOPMENT CORP. (ILDC)**

DATE: March 19, 2025 at the Erie County Industrial Development Agency, 95 Perry Street, 4th Floor Conference Room, Buffalo, New York 14203

PRESENT: Thomas Baines, Zachary Evans, Tyra Johnson, Hon. Brian Kulpa, Brenda McDuffie, and Kenneth Schoetz

EXCUSED: Hon. John J. Gilmour, David J. State and Hon. Christopher Scanlon

OTHERS PRESENT: John Cappellino, President & CEO; Mollie Profic, Chief Financial Officer; Beth O'Keefe, Vice President of Operations; Atiqa Abidi, Accounting Manager; Carrie Ann Hocieniec, Operations Assistant/Assistant Secretary; Brian Krygier, Director of Information Technology; Lori Szewczyk, Director of Grants; Michelle Moore, Compliance Associate and Robert G. Murray, Esq., General Counsel/Harris Beach Murtha

GUESTS: Yessica Vasquez on behalf of the City of Buffalo

There being a quorum present at 12:09 p.m., the Meeting of the Members of the Joint Governance Committee of the Erie County Industrial Development Agency (ECIDA), Buffalo and Erie County Regional Development Corporation (RDC) and the Buffalo and Erie County Industrial Land Development Corporation (ILDC) was called to order by Chair McDuffie.

MINUTES

The January 29, 2025, minutes of the joint meeting of the Governance Committee of the ECIDA, RDC and ILDC were presented. Upon motion made by Mr. Kulpa and seconded by Mr. Schoetz, the approval of the January 29, 2025 meeting minutes was unanimously carried.

At this point in time, Mr. Evans joined the meeting.

2024 PAAA ANNUAL REPORT

Ms. Profic reviewed the report. General discussion ensued. Mr. Schoetz moved, and Ms. Johnson seconded, to recommend approval of the 2024 PAAA Annual Report to the Board. Ms. McDuffie called for the vote and the motion was unanimously approved.

RESULTS OF ECIDA'S 2024 PERFORMANCE MEASURES & ECIDA'S MISSION STATEMENT & 2025 PERFORMANCE MEASURES

Ms. O'Keefe reviewed ECIDA's Mission Statement and the 2024 & 2025 Performance Measures. General discussion ensued. Mr. Evans and Ms. McDuffie thanked ECIDA staff for all their outstanding work. Upon motion to approve the ECIDA's Mission Statement and the 2024 & 2025 Performance Measures made by Mr. Evans and seconded by Mr. Schoetz, Ms. McDuffie called for the vote, and the motion was unanimously approved.

2024 BOARD OF DIRECTORS EVALUATION/SURVEY

Ms. Moore reviewed the Board of Directors 2024 self-evaluation and survey. General discussion ensued. Upon motion to approve the ECIDA's Board of Directors 2024 Self-Evaluation/Survey made by Mr. Baines and seconded by Mr. Johnson, Ms. McDuffie called for the vote, and the motion was unanimously approved.

GOVERNANCE COMMITTEE 2024 SELF-EVALUATION

Ms. Moore reviewed the 2024 Governance Committee self-evaluation. Upon motion to approve the Governance Committees 2024 Self-Evaluation made by Mr. Evans and seconded by Mr. Schoetz, Ms. McDuffie called for the vote, and the motion was unanimously approved.

ECIDA/RDC/ILDC POLICIES

Ms. Profic reviewed the following ECIDA/RDC/ILDC policies proposed to be amended:

- a. Airborne Infectious Disease Policy
- b. Freedom of Information Law (FOIL)
- c. Property Disposition Guidelines
- d. Records Retention and Disposition Policy
- e. Sexual Harassment Policy

Upon motion made by Ms. Johnson and seconded by Mr. Baines, the Committee unanimously resolved to amend and adopt all of the policies as identified in a-e, above. Ms. McDuffie called for the vote, and the motion was unanimously approved.

PARIS REPORT UPDATE

Ms. Profic reviewed the PARIS Report with the Committee. Ms. McDuffie directed that the report be received and filed.

BOARD MEMBER PAAA TRAINING UPDATE

Ms. Moore discussed required PAAA training obligations.

There being no further business to discuss, Ms. McDuffie adjourned the meeting at 12:38 p.m.

Dated: March 19, 2025


Elizabeth A. O'Keefe, Secretary