

**MINUTES OF A SPECIAL 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)**

MEETING: March 21, 2016, at the Erie County Industrial Development Agency, 95 Perry Street, Suite 403, Buffalo, New York 14203

PRESENT: Hon. Diane Benczkowski, Brenda W. McDuffie, Frank B. Messiah, and Dr. Carol Nowak

ABSENT: Hon. Edward A. Rath, David J. State and Maria Whyte

OTHERS

PRESENT: John Cappellino, Executive Vice President; Andrew Schoeppich, Treasurer; Mollie Profic, Assistant Treasurer; Dawn Boudreau, Compliance Officer; Jerry Manhard, Loan Officer; and Pietra G. Lettieri, Assistant Secretary

GUESTS: Andrew Federick, Erie County Senior Economic Development Specialist

There being a quorum present at 12:11 p.m., Ms. McDuffie called the meeting to order.

GOVERNANCE COMMITTEE 2015 SELF-EVALUATION

Ms. Boudreau discussed the 2015 Self-Evaluation and explained that the evaluation is required to be completed by the Governance Committee members, and the questions track responsibilities that are set forth in the Committee's Charter. There being no further comments, Ms. McDuffie directed that the report be received and filed.

PARIS REPORT UPDATE

Ms. Boudreau explained PARIS reporting requirements require the collection of information regarding Board members, Staff, etc. She noted the Agency is on target for a March 31st completion date, which is in accordance with the deadline required by the Authority Budget Office.

2015 LOCAL LABOR REPORT UPDATE

Ms. Boudreau reported there are currently no violations of the Agency's Local Labor Policy requirements. She then reviewed the quarterly 2015 Local Labor report results with the Committee members. The report provides an overview of the percentage of workers employed

by an Agency project residing both outside Western New York, and within the eight counties of Western New York, for each of the quarters covered by the report. Ms. Boudreau noted the report is completed by gathering information which is self-reported from project operators, on a form that is provided to them by the Agency Staff. The report requests information on the zip code of each worker on the respective project. Ms. McDuffie inquired whether Staff could provide a breakdown of the various zip codes represented in each of the quarters and projects. She would like to know if there are certain zip codes with historically high levels of poverty that are being represented in the workforces of the Agency's induced projects. Ms. Boudreau responded that this information could be collected and reported. Ms. Boudreau explained the raw data going into the report is tracked by county. Ms. McDuffie noted, in the future, the Committee may wish to track labor participation by zip code, the additional information can support other goals the community is interested in, and such as improving employment opportunities in areas of high poverty and high unemployment.

BOARD MEMBER PAAA TRAINING UPDATE

Ms. Boudreau reported there are six board members who have yet to be trained, and four of those six members are new to the Board. Ms. Boudreau reminded the Committee there is refresher training required of Board members every three years. Ms. Boudreau sends out schedules of available training sessions. All April sessions are filled, but Ms. Boudreau will send more notices as they become available.

MINUTES

The November 30, 2015 minutes of the joint meeting of the Governance Committee of the ECIDA, RDC and ILDC were presented. Upon motion made by Mr. Mesiah, and seconded by Ms. Benczkowski, the approval of the November 30, 2015 meeting minutes was unanimously carried.

RESULTS OF ECIDA'S 2015 PERFORMANCE MEASURES

Mr. Schoeppich introduced a report explaining the mission statement and the performance measures for the ECIDA and its affiliates. The report outlines the Agency's mission, goals, and objectives and how the organization has achieved the goals, with metrics to support the conclusions. Specifically, Mr. Schoeppich reviewed the Agency's goals to support business formation, job growth, and economic expansion with a concentration on underserved markets. He then reviewed the 2015 results in these areas, for both the ECIDA and RDC, noting the ECIDA engaged in private sector investment of 44.8 million dollars and provided \$100,000 in funding to the Buffalo Urban Development Agency to fund operating costs associated with the Buffalo Building Reuse project. With regard to the RDC, Mr. Schoeppich reported the RDC funded eight loans totaling 5.9 million dollars, with an additional tax incentive project in the amount of 95 million dollars for the Pilgrim Village project.

Next, Mr. Schoeppich reviewed the objectives of the goals, namely; to support creation of new jobs at all salary levels. Ms. McDuffie questioned whether the Agency is including executive and CEO jobs when reporting retention results. Mr. Schoeppich responded in the

affirmative. Ms. McDuffie stated the numbers may be skewed if executive and CEO positions are included. Therefore, Ms. McDuffie requested the Committee be conscious of the wording of the results, and focus on new job creation and the breakdown between new jobs and existing executive positions. Additionally, Ms. McDuffie expressed her desire to show categories of jobs and to be able to sort data to show categories of jobs created; for example, advanced manufacturing jobs verses retail.

Mr. Mesiah noted he is part of a group researching African-American and Latino unemployment statistics in the region, and the group has found that Caucasians out number minorities by 2 to 1 in working jobs. Mr. Mesiah noted his working group sees different statistics than those reported in the Agency's figures, and expressed a concern for addressing these issues such that the salary gap in the minority community closes. Mr. Schoepich responded that there are two initiatives that the Agency supports, including the Beverly Grey Initiative and a BNE workforce study, which will assist in addressing Mr. Mesiah's issues. Ms. McDuffie noted there are good points made on all sides, acknowledging African-American and Latinos are also paid significantly less in their jobs, and it is important that we correct the problems the community is facing.

Mr. Schoepich then reviewed the Agency's results with regard to encouraging international trade, remarking the Agency is waiting on data to provide in this report and they have until the end of the month to do so. Upon motion made by Ms. Nowak and seconded by Mr. Mesiah, a motion to adopt the ECIDA's 2015 Performance Measures was unanimously carried.

ECIDA 2016 PERFORMANCE MEASURES

Ms. McDuffie requested that Staff, in the future, set a baseline to show where the Agency is and where it goes in terms of improvements noting that the Agency needs a point of comparison to show improvement or change from prior reports. Mr. Weathers noted other economic development entities typically use a three year rolling average to allow for adjustments in economic trends. Mr. Schoepich stated Staff will add a three year average to its reported statistics for consideration at the March meeting. Upon motion made by Mr. Mesiah and seconded by Ms. Benczkowski, a motion to adopt the ECIDA's 2016 Mission Statement and Performance Measures with modifications to include a three year rolling average was unanimously carried.

2015 PAAA ANNUAL REPORT

Ms. Boudreau reviewed the PAAA annual report required by the Authority Budget Office. She noted the report is made available on the Agency's website and Mr. Schoepich and Mr. Weathers will certify as to its contents. Upon motion made by Mr. Mesiah and seconded by Ms. Nowak, a motion to adopt the 2015 PAAA Annual Report was unanimously carried.

BOARD OF DIRECTORS 2015 SELF-EVALUATION

Ms. Boudreau then reviewed the summary results of the confidential evaluations of Board performance submitted by Board Members, noting there were some differences between the 2014 and 2015 reports. A general discussion ensued regarding the 2015 responses. Ms. McDuffie noted she will remind members that they can request additional information on topics discussed at board meetings. Ms. McDuffie suggested Staff may want to provide an area on the confidential evaluation to allow for additional comments or for Board members to elaborate on those criteria they disagree with. Ms. Boudreau reported Staff will amend the evaluation form for next year to accommodate Ms. McDuffie's recommendations.

RE-ADOPTION OF ECIDA/RDC/ILDC POLICIES

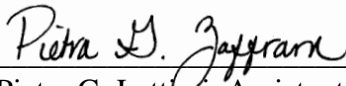
Ms. Boudreau explained all policies were forwarded to outside counsel, Harris Beach, for review and no changes were made.

ADOPTION OF ECIDA/RDC/ILDC POLICIES

Code of Ethics. Ms. Lettieri provided a review of the revised Code of Ethics Policy, explaining that the revisions made coincide with the recommended best practices put forth by the Authorities Budget Office. Ms. McDuffie asked Ms. Lettieri for a summary of the changes of the Code of Ethics Policy, to be prepared and submitted to the Board for consideration at its general meeting. Upon motion made by Mr. Mesiah and seconded by Ms. Benczkowski, a motion to approve the revised Code of Ethics policy was unanimously carried.

There being no further business to discuss, upon motion made by Ms. Benczkowski and seconded by Mr. Mesiah, the meeting was adjourned at 1:10 p.m.

Dated: March 21, 2016



Pietra G. Lettieri, Assistant Secretary