

**Griffiss Local Development Corporation
Board of Directors Meeting Minutes
584 Phoenix Drive - Rome, NY
July 18, 2019 - 4:00 p.m.**

Members Present: Dave Russell, Franca Armstrong, Mike Manuel via Phone

Executive Committee: Kevin Martin, Elis Delia, Debbie Grogan via Phone

Others Present: Frank Sanzone, Steven DiMeo, Nicholas Bruno, Jef Saunders, Shawna Papale, Maureen Carney

Mr. Delia called a meeting of the GLDC Executive Committee to order at 4:09 p.m.

Financials

Ms. Carney presented the interim monthly financial statements. She noted no major changes.

Committee Reports

Ms. Carney summarized the GLDC 2018 Form 990. Expectation is there would be a document retention policy for GLDC next year; MV EDGE just passed a similar policy that could be adjusted to suit GLDC and meet the Form 990 requirements. No major items to note regarding the 990 and no questions were raised.

Upon a motion by Mr. Martin, which was seconded by Ms. Grogan, the GLDC Executive Committee approved the 2018 Form 990.

New Business

Mr. DiMeo requested GLDC approve a modification to the GLDC/RIDC loan for the Building 240 rehab costs/access road construction.

Upon a motion by Mr. Martin, which was seconded by Ms. Grogan, the GLDC Executive Committee accepted the modification of the \$200,000 term loan, as presented.

Ms. Papale presented a modification to the GLDC Personnel Policy. Currently GLDC does not have a drug testing policy and the policy presented is in compliance with New York State Law. It would provide GLDC the authority to dismiss and warn personnel that if there are any offenses. Mr. Martin requested to add the ability to conduct background checks when hiring.

Upon a motion by Mr. Martin, which was seconded by Ms. Grogan, the GLDC Executive Committee accepted the modifications to the GLDC Personnel Policy, as presented.

Martin modified his motion to ratify Steven J. DiMeo's memo at the next meeting, and recommend to the GLDC board that they accept these terms as presented.

At 4:23PM, Chair Delia adjourned the GLDC Executive Committee meeting by consensus.

Respectfully Submitted,

Nicholas Bruno on behalf of Jennifer Waters
Secretary