

# City of Albany Capital Resource Corporation

21 Lodge Street  
Albany, New York 12207  
Telephone: (518) 434-2532  
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To: Tracy Metzger  
Robert Schofield  
Darius Shahinfar

Cc: Susan Pedo  
Dominick Calsolaro  
Lee Eck  
Jahkeen Hoke

Sarah Reginelli  
Mark Opalka  
William Kelly  
Joe Scott  
Joe Landy  
Andy Corcione  
Genevieve Zurowski

Date: December 14, 2018

## GOVERNANCE COMMITTEE AGENDA

**PLEASE NOTE THAT A PUBLIC HEARING(S) CONCERNING THE FOLLOWING PROJECT(S) WILL BE HELD AT**

**12:00pm on Thursday, December 20th, 2018 at 21 Lodge St, Albany, NY 12207**

**St. Peter's Hospital of the City of Albany – 2018 TEFRA**

A meeting of the Governance Committee of the City of Albany Capital Resource Corporation will be held on **Thursday, December 20<sup>th</sup> at 12:15 PM** or directly following the IDA Governance Committee meeting at 21 Lodge Street, Albany, New York 12207 (Lg. Conf. Room).

### Roll Call

**Reading of Minutes of the Governance Committee Meeting of October 18, 2018**

**Approval of Minutes of the Governance Committee Meeting of October 18, 2018**

### New Business

A. Committee Appointment Nominations

### Other Business

### Adjournment

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Tracy Metzger, *Chair*  
Susan Pedo, *Vice Chair*  
Darius Shahinfar, *Treasurer*  
Lee Eck, *Assistant Secretary*  
Dominick Calsolaro  
Robert Schofield  
Jahkeen Hoke

Sarah Reginelli, *Chief Executive Officer*  
Mark Opalka, *Chief Financial Officer*  
William Kelly, *Agency Counsel*

## CRC MINUTES OF GOVERNANCE COMMITTEE MEETING Thursday, October 18<sup>th</sup> at 12:15 pm

Attending: Tracy Metzger, Robert Schofield, Darius Shahinfar

Also Present: Dominick Calsolaro, Lee Eck, Susan Pedo, Joseph Scott, Sarah Reginelli, Mark Opalka, Joe Landy, Andy Corcione, and Genevieve Zurowski

Chair Tracy Metzger called the Governance Committee meeting of the CRC to order at 12:04 pm.

### Roll Call

Chair Tracy Metzger reported that all Committee members were present.

### Reading of the Minutes of the Governance Committee Meeting of March 14, 2018

Since the minutes of the previous meeting had been distributed to Committee members in advance for review, Chair Tracy Metzger made a proposal to dispense with the reading of the minutes.

### Approval of the Minutes of the Governance Committee Meeting of March 14, 2018

Chair Tracy Metzger made a proposal to approve the minutes of the Governance Committee Meeting of March 14, 2018 as presented. A motion to accept the minutes, as presented, was made by Darius Shahinfar and seconded by Tracy Metzger. A vote being taken, the minutes were accepted unanimously.

### New Business

#### Annual Review of PAAA Requirements

Staff reviewed the following with the Committee: *Code of Ethics Policy*, *Compensation Policy*, *Retaliatory Action Policy*, *Policy for Travel*, *Real Property Acquisition Policy*, *Real Property Disposition Policy*, and *Defense and Indemnification Policy*. Staff explained that it is a best practice recommended that the Committee reviews these policies annually. There were no recommended changes.

#### Annual Review of Agency Policies

Staff reviewed the following Agencies Policies with the Committee: *Corporation Mission Statement* and *Corporation Bylaws*. Staff explained that it is a best practice recommended by that the Committee reviews these policies annually. There were no recommended changes.

### Other Business

None.

There being no further business, Chair Tracy Metzger adjourned the meeting at 12:20 PM.

Respectfully submitted,

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Lee Eck, Assistant Secretary