

COMMISSION MEETING

October 21, 2015

CDRPC Conference Room

One Park Place, Suite 102

Albany, NY 12205

PRESENT: Bill Bruce, Michael Morelli, Judy Breselor, Stan Brownell, Jacqueline Stellone, Fred Acunto, Phil Barrett, Jason Kemper, Don Ackerman, Gary Hughes, Joe Landry, Barbara Mauro

ABSENT: Lucille McKnight, Kristin Swinton, Michael Whalen, Jr., James Shaughnessy, Michael Stammel, John Murray, Paul Sausville, Matthew Martin

1. Welcome & Introductions

Jon Allen from Performance Matters and Paul Stewart and Cynthia Scheuer from UHY LLP were in attendance.

2. July 15, 2015 Meeting Minutes

The minutes were distributed before the meeting. No corrections were made.

Action Taken

Don Ackerman made a motion to approve the meeting minutes and Fred Acunto seconded. The motion was approved unanimously.

3. Financial Statement through September 30, 2015

The financial statement represents activities through September 30, 2015. Through the first nine months, revenues are at 83% and expenses are at 66%. There is approximately \$147,797 cash in the bank and outstanding receivables totaling \$351,556. The larger than usual receivables reflects the payment due to CDRPC for work associated with the CSO Program.

The third quarter billings were sent out to the appropriate billing agencies for CDYCI, CSO, Water Quality, NYSERDA and UPWP work programs.

Action Taken

Stan Brownell made a motion to approve the financial statement and Jason Kemper seconded. The motion was approved unanimously.

4. 2014 Audit Report Presentation by UHY LLP

A copy of the FY-2014 Audit Report prepared by UHY LLP was sent out prior to the meeting for review.

Paul Stewart went over the Audit Report with the Board. Included in the Audit Report is a Required Communications Letter and Analysis that provides an overview of the financial activities for the year ending December 31, 2014.

Paul informed the Board that additional time was needed to complete the 2014 audit to address an email from David Wardle regarding CSO charges related to Tim Canty's hours. Legal counsel was brought in and UHY met with Rocky, Tim Canty, Gary Hughes and Jack Murray to discuss the matter further and there was no wrong doing found and UHY considered the matter closed.

Action Taken

Judy Breselor made a motion to approve the 2014 Audit and Barbara Mauro seconded. The motion was approved unanimously.

5. Draft Strategic Plan Update

Jon Allen from Performance Matters went over the draft 2016-18 Strategic Plan with the Board. Jon talked about the outline of the Plan's Action Steps listed under each initiative, the person responsible and the target dates. The four strategic initiatives that were developed were:

1. Develop an integrated communications and outreach plan to promote the role and value of the Commission and continue to explore opportunities for expanded regional partnerships.
2. Continue to provide and seek opportunities for facilitation and project management contracts, within the constraints of funding opportunities and staffing, that increases the role of CDRPC in supporting local, inter-municipal, and regional collaboration initiatives.
3. Invest in the agency's IT platform to enhance in-house accessibility of information among staff and maintain a more user-friendly website while ensuring the agency's value-added in the interpretation of the data to the region's stakeholders.
4. Implement a leadership succession planning process to minimize the loss of institutional knowledge and to create a smooth, well-orchestrated transition for the Executive Director position.

Stan Brownell requested more information regarding Rocky's retirement plans for the December meeting. Barbara Mauro requested more information on how long it will take

to find a new Executive Director. Jon Allen suggested 12 – 18 months for a transition period for the succession process.

Jon also discussed “Attachment C”, the Budget Implications for Strategic Initiatives. The budget reflects a total of \$40,000 for the action steps to be implemented.

Jon requested all questions or comments on the draft Strategic Plan be sent to Rocky by November 15, 2015. Based upon feedback received from the Board, any revisions will be made prior to adoption at the December Commission meeting.

Gary Hughes announced that on November 20th the Capital Region Chamber of Commerce is hosting a luncheon to honor Rocky with the “Non Profit Executive Leadership Award”. The luncheon will be held at the River Stone Manor at 11:30am and Gary encouraged everyone to attend.

6. Appointment of Nominating Committee

Stan Brownell agreed to Chair and Bill Bruce, Phil Barrett and Barbara Mauro agreed to serve on the nominating committee for 2016 officers. Stan will report back at the December meeting with the recommendations for 2016 officers.

7. LTCP CSO

Grant applications for the Completion of a Performance of a Codes and Local Law Review and Green Infrastructure Technical Design Guidance were submitted to the CFA program under the NYSDOS Local Government Efficiency Grant. Funding for a feasibility assessment for a Green Infrastructure Banking System was requested from the DEC Estuary program.

CDRPC is in the process of opening a new bank account for the CSO program to keep separate from CDRPC accounts. Martin has met with several area banks and recommended Pioneer as the Bank for the LDC at the last meeting. The LDC Board will make a decision at the next meeting.

A few months ago, CDRPC was notified by EFC that EPA may require SEQRA or NEPA review for all LTCP projects. After careful review by the Pool’s legal counsel, we were informed that the issue was cleared up and confirmed that the LTCP is a non-discretionary action and not subject to SEQRA or NEPA.

8. Staff Activity Report

The new website is up and running and work continues on updating existing data on the site. Feedback on the website has been very positive.

An application has been prepared and submitted for a four million dollar, three year Community Partnership grant under the Cleaner Greener Communities funding program. CDRPC has taken the lead in forming a multi-region partnership called The Eastern New York State Communities Partnership, following the requirements specified in the grant solicitation. Todd Fabozzi is taking the lead on this project.

The 2015 Capital Region Statistical Report was released in September. This report provides detailed demographic information for the Capital Region. We have received positive feedback on the report.

Staff continue to work on annual school enrollment projections for Averill Park, Shenendehowa, East Greenbush and Ballston Spa.

The Juvenile Detention Facility utilization rate continue to be higher than 2014. Year to date utilization is 77.3%, up from 62% in 2014.

Sean Maguire continues to attend and participate in the Executive Committee meetings of the Capital Region Economic Development Council. Sean also continues to meet with local economic developers and organizations introducing staff resources and programs available related to economic development.

The fall Land Use Workshop was held on October 15th at Hudson Valley Community College. There were approximately 120 people in attendance. The next workshop is tentatively scheduled for March 31, 2016.

9. Other Business

Judy Breselor announced that Stan Brownell is the new Chair of the Rensselaer County Legislature.

Rocky announced that the Albany County and Saratoga County commissioner's term expire on December 31, 2015 as well as Don Ackerman and Matthew Martin from Schenectady County.

10. Next Commission Meeting

The next CDRPC Commission meeting is scheduled for December 16, 2015 at 8:30am.

Adjournment

Fred Acunto made a motion to adjourn the meeting and Stan Brownell seconded. The motion was approved unanimously.

Respectfully submitted,

Judy Breselor

Judy Breselor
Secretary