

# **COUNTIES OF WARREN AND WASHINGTON CIVIC DEVELOPMENT CORPORATION**

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The **Executive Committee** meeting of the Counties of Warren and Washington Civic Development Corporation was held on Wednesday, November 14, 2018 at the offices of FitzGerald Morris Baker Firth PC, 16 Pearl Street, Glens Falls, NY. The following were:

<b>Present:</b>	Matt Simpson	Chairman
	Dave O'Brien	Vice and Park Chairman/Contracting Officer
	Joseph LaFiura	Secretary/Treasurer
<b>Absent:</b>	Craig Leggett	At-Large Member
<b>Also Present:</b>	Robert Morris, Esq.	FitzGerald Morris Baker Firth PC
	Michael Brandi, Esq.	FitzGerald Morris Baker Firth PC
	Tami Blondo	Office Administrator
	Travis Whitehead	WWIDA and WWCDC Board Member
	Michael Bittel	CEO/CFO of WWIDA & WWCDC

The minutes were taken by the Office Administrator.

**Call to Order:** The Chairman called the meeting to order at 10:20 a.m. Quorum was confirmed as still being present from the IDA Executive Park meeting at 9:07 a.m.

**Minutes of prior Meeting:** Upon motion by Mr. O'Brien and a second by Mr. LaFiura, the minutes of the October 17, 2018 Executive Committee for the Civic Development Corporation Meeting were approved unanimously by the Committee.

## **Old Business:**

**RFP YE Audit & Accounting Services:** Mr. LaFiura presented the information to the Executive Park Committee of the WWIDA and WWCDC and it was decided that further review and information was needed. Upon Motion by Mr. O'Brien and a second by Mr. LaFiura, the matter was carried to be brought before the full Board at its next meeting on November 19, 2018.

**Review of Procurement Policy:** Chairman Simpson presented the draft of the Procurement Policy to the Committee. After review of the policy and no further discussion on Motion by Mr. O'Brien and a second by Mr. LaFiura the policy was approved and moved to the full Board for its approval at the next meeting on November 19, 2018.

**Review of Sexual Harassment Policy:** Chairman Simpson presented the draft of the Sexual Harassment Policy to the Committee. After review of the policy and no further discussion on Motion by Mr. O'Brien and a second by Mr. LaFiura the policy was approved and moved to the full Board for its approval at the next meeting on November 19, 2018.

## **New Business:**

**Proposed 2019 Meeting Dates:** Chairman Simpson presented the proposed 2019 meeting dates to

the Executive Committee for review. No further discussion was held and on Motion by Mr. LaFiura and second by Mr. O'Brien, the proposed 2019 meeting dates for the Civic Development Corporation were approved to be presented to the full Board at its next meeting on November 19, 2019 for final approval.

No other matters having come before the Board, the meeting was adjourned at 9:50 a.m. on a Motion made by Mr. O'Brien and seconded by Mr. LaFiura.

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DATE

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Joseph LaFiura, Secretary/Treasurer

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