

**Cayuga County Industrial Development Agency  
Governance Committee Meeting  
Remote due to COVID-19  
April 21, 2020 at 3:30pm**

Chairman Ray Lockwood called the meeting to order at 3:43pm., noting that a quorum of the committee was present.

**ROLL CALL**

Present: Ray Lockwood, Paul Lattimore, Gina Speno  
Others Present: Tracy Verrier, Samantha Frugé (CEDA)

**MISSION & GOALS REVIEW:**

Ms. Verrier reviewed the mission statement, noting the statement included in committee materials was an older version. Ms. Verrier provided the updated version of the mission statement to the committee and advised that mission and goals were updated in 2017. Ms. Verrier asked if the committee had any feedback regarding the mission statement and performance goals? Ms. Speno said that they needed to work on the goal to increasing municipal engagement. She suggested creating a list of municipal officers that the Board members could reach out to, so that the responsibility was not solely on CEDA staff. Ms. Verrier agreed, noting that they could be more proactive about outreach, particularly as renewable energy projects were becoming more prevalent. She added that it was important to communicate with the municipalities in regards to what the organization is doing and understanding what the priorities were of the individual municipalities. She added that assistance with reaching out to municipal leaders would be helpful in the sense that sometimes they don't get responses or they aren't reaching the right person, and leveraging the Board's existing relationships could be beneficial. Ms. Speno asked what was the best way to implement this? Ms. Verrier said that they could look at the upcoming projects they were aware of, and create an initial list based on those projects coming up.

**BOARD EVALUATIONS:**

Ms. Verrier reviewed the compiled results from the board member evaluations. She asked the committee if they had any initial thoughts on the results? Ms. Speno said that an area of concern was regarding setting clear and measurable goals. Ms. Verrier said that she could add this topic to the staff update and get feedback from the full Board on what goals they would like to see added or adjusted.

The meeting adjourned at 3:59pm.

Respectfully submitted,  
Samantha Frugé