

Committee Meeting Notes - May 22, 2024

05/22/2024 | 04:00 PM - 05:00 PM via Zoom

**Attendees**

Wendy Adams-Rosa, Amy Rogers, Laurie Bargstedt, Christopher Manus, Pamela Goldswer.

Staff: Gina Papa, Kim Skiff, Heather Pettit

**Information Sharing and Discussion:**

* Resolutions for the Annual Board Meeting
	+ Resolution BY 2023-06 Approval of the Recommendation of the Committee to accept the PY’24 Short-Term, 3-Month Budget Plan.
	+ Approval of Minutes – March 6, 2024.
	+ Procurement Policy updates
		- Local policy was last updated in 2017
		- Federal thresholds for Micro-purchases were updated in 2018, so we are updating ours after discussion with our NYSDOL Fiscal Representative.
		- Update the Micro-purchases threshold from $3,000 to $10,000
		- Update Small Purchase amount from “more than $3,000 and less than $50,000” to “more than $10,000 and less than $50,000”
		- All signed contracts will still have to be put out for bid
		- Policies are updated based on technical advisories from the Department of Labor.
		- New York State has an authorized purchases list of vendors you can use without needing to do the bidding process
	+ Election of Officers and Executive Committee Members
		- Wendy Adams-Rosa has been nominated as Chair (needs to be voted on)
		- Amy Rogers has been nominated as Vice Chair (needs to be voted on)
		- Laure Bargstedt has been nominated as Secretary (needs to be voted on)
		- Fulton County Member at large is open (needs to be voted on)
		- Pamela Goldswer's position in the Executive Committee will be Immediate Past Chairperson. (does not need to be voted on)
* Annual Meeting Presentation requests
	+ Invite two Economic Development representatives from each county to attend and share what’s going on in the community.
* Membership Update
	+ Ashley Capobianco from Townsend Leather was appointed as a Fulton County representative.
	+ Jaclyn Buchanan from Epimed is interested and in the process of being appointed as a Montgomery County representative.
	+ Gina has met with two other interested parties who would be Montgomery County representatives.
	+ Looking for more Schoharie County representatives

**Action Items:**

* Resolution BY 2023-06
	+ The 3-month budget will be brought before the full Board on June 5, 2024
* Resolution to Approve minutes from March.
* Resolution to Approve of Procurement Policy update.
* Resolution for Election of Officers and Executive Committee

**Annual Board Meeting:** Wednesday, June 5, 2024, 4:30 P.M. Raindancer Restaurant

**Next Committee Meeting:** Wednesday, Sept 18, 2024, 4:00 P.M. via Zoom