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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