**Transcript of NCIDA Telephonic Board Meeting**

**3/17/20**

**2:30 p.m.**

**Present:** **Excused:**

Mark A. Onesi, Chairman Mary Lynn Candella

Jerald I. Wolfgang, Vice Chairman William Ross

Kein McCabe

Robert Cliffe

Clifford Scott

Scott Brydges, Member

Jason Krempa

**Agency Staff:**

Susan C. Langdon

**Agency Counsel:**

Mark Gabriele

Susan Langdon: Mr. Wolfgang (answered “here”)

Mr. Scott Brydges (answered “here”)

Mr. Krempa (answered “here”)

Mr. McCabe (answered “here)

Mr. Ross - absent

Mr. Robert Cliffe (answered “here”)

Mr. Clifford Scott (joined call at 2:35)

Mr. Onesi (answered “here”)

Ms. Candella is excused

Mark Onesi: I didn’t hear what the County is up to.

Mark Gabriele: If I might jump in regarding this conference call. This is an official meeting under Governor Cuomo’s emergency proclamation. Among other things, open meeting law has been suspended and revised to allow us to do this.

Susan Langdon: Mark, I think somebody else joined.

Clifford Scott: Hi, Good afternoon, it’s Cliff Scott.

Susan Langdon: Thank you Mr. Scott.

Mark Gabriele: So basically Governor Cuomo’s emergency declaration allows us to have this telephone conference call, which would otherwise be in violation of open meetings law, but the reason we’re able to do this is twofold. Number one, we can do a conference call. It is being taped. That tape will be put on our website so the general public can review this meeting, as well as being transcribed. Those are the guidelines for us to hold this meeting. So I just want to make sure the board members understood that this is how we’re having this extraordinary meeting today.

And I might jump in, Sue. Sue and I have been in constant contact along with Andrea and Sue’s been in contact with a number of other individuals and we’ve been following everything with other IDA’s and with the County and whatnot. What we’re looking to do and looking for approval and guidance for the Board would be there is a requisite to bring staffing down to 50% as well as the potential to being personnel being put on layoff. So what we’re looking at doing at least temporarily is basically close the doors and not allow public traffic into the Agency’s offices at this time, putting up a notice that we are open and this is the contact information. We’ll still be active. Some people will be remote. Some will in the offices. NO more than 50% as per the directives. Everyone will be on call and still expected to do their jobs for a period of time. Obviously, our accounting and finance team still has bills to pay and revenues to take in and we have loan portfolios to deal with. And we have properties that need management that deals with our existing leases. So we will continue with that. Unfortunately, we will not be able to meet face-to-face with people, but we can still reach out and deal with issues like this.

I’m still working on there’s potential to close one or two of the smaller projects in the next few weeks. Those seem to be moving forward. We will be moving forward at this time, we’re looking to continue either in person or remotely, there will always be someone available to be contacted under any circumstances. We’ll continue with the payroll as it is. The second payroll ending would be April 10 and it’s at that time during our April 8th meeting that we’re probably have a much better idea what’s going on with this pandemic and how it’s affecting us and whether it’s taking for the worse or better and at that time we’ll be looking to the board for recommendations and guidance in regards to the potential layoffs at that time or other avenues for us to proceed. Sue, do you have anything to add?

Susan Langdon: I think that was a pretty good wrap-up. As you said, I’ve been on conference calls with the County so some of you may know that the County has but their workforce as mandated to 50%, so the Department of Economic Development has done that. There is not anyone here from that department today, but they are working on a schedule where they’ll have one of their staff members here every day at some point. We’re trying to keep on top of that. We’ve done some research as to what other IDA’s are doing, particularly the ECIDA, who is doing much what Mark just described. Closing the office, having people work remotely or come into the office as needed.

Mark Onesi: So most of this stuff will be done remotely?

Susan Langdon: Yes, either via email. We don’t have access to our files, but we’re working on that with the County. There’s a common drive to get access to get our documents.

Kevin McCabe: How are you dealing with the phones? Are you just having the phones forwarded?

Susan Langdon: Well, somebody will likely be here so they’ll collect messages. Everybody has their own extension, so they can get those messages remotely. There’s just a different code that you put in. Some people have their cell phones, like Andrea have her desk phone forwarded to her cell phone.

Kevin McCabe: Ok. So that’s practical and that’s simple. They can do it right from home and they just have the desk phone forwarded to their home or cell phone, correct?”

Susan Langdon: Right.

Kevin McCabe: Okay.

Mark Gabriele: and then we would also have to have somebody like Mike Dudley would have to spend some time here because of the finances and some of the records that are here, so he and Sue would probably be the two that would be in the office most of the time going forward, but again we’ll have such contact that there may be end up being a slight delay if people are trying to get a hold of us, but it certainly wouldn’t be that they can’t get a hold of us. That call would be returned within a matter of a short bit of time.

Jason Krempa: I don’t think it’s unusual considering, what‘s going on right now to not take walk in customer meeting. At the bank right now, they’re suggesting that we limit face to face meetings to those that are made by appointment and try to limit them as much as we can over the next several weeks. So, I don’t think limiting walk in appointments from anyone in the community is out of the question right now. So I don’t think there won’t be any negatives for what’s going on.

Mark Gabriele: We rarely have a lot of walk-ins in per se. Usually, the first contact is through our website, emails so it won’t have a big effect on us.

Mark Onesi: I think that what most people are doing. They sent us home today to work remotely form home starting next week, to reduce the footprint of everybody there. It’s safety first.

Kevin McCabe: What do you set up for people that do come there, as far sanitation. Do you have a program set up already?

Susan Langdon: Well, we have the cleaners come twice a week. That was another question. We have limited supplies of antibacterial wipes, so I think we probably need to contact our cleaning company, but I mean, as it is, the County is making it a priority whenever anyone is there, if they’re there to clean your own keyboard, clean your own phone with alcohol pad. Clean the handles of the doors, etc. But with limited people here, it makes less surfaces to be wiped that people have in common.

Kevin McCabe: sounds good.

Mark Onesi: It’s hard to find cleaning materials. I was at BJ’s this morning and everything is depleted

Susan Langdon: I was at a meeting on Friday of the County Department heads. They have an antibacterial produce available, but as of this point, they’re not making it available to departments, but on the other hand, they clean all of the County buildings, so maybe it will get to a point where they make an exception and give us some to use. I’ll contact them.

Mark Onesi: I would be one to follow the direction of the County and I think everybody else probably feels the same way.

Kevin McCabe: Yes, yes.

Mark Gabriele: We don’t need a motion, which is good. Right now, at our next board meeting, which will likely be by telephone we can revisit this. If something changes or something unexpected comes up at any time between now and the board meeting, we’ll certainly be contacting the board and immediately letting you know what’s going on and if it requires another telephone conference. We’ll set that up immediately and keep you in the loop on everything that goes on.

Kevin McCabe: Sounds great.

Clifford Scott: Thank you folks.

Mark Onesi: Stay safe everyone.

Meeting was adjourned at 2:28 p.m.