

## MINUTES

### **DUTCHESS COUNTY ECONOMIC DEVELOPMENT CORPORATION Operational Oversight Committee**

Monday, October 18, 2010, 2:00 p.m.  
DCEDC, 3 Neptune Road, Poughkeepsie, NY 12601

**Present:** M. Graham, M. Kastner, B. Lavery, D. MacFarland, M. Newton, C. O'Mara J. MacEnroe,  
A. Reynolds

**Absent:** K Durham, P. Keenan, D. Wise

**Also Present:** Staff: L. Heuermann

**Welcome and Opening Remarks:** The regular meeting of the DCEDC Operational Oversight Committee was called to order by Mike Graham, Chair at 2:00 p.m. Minutes were approved from the July 12, 2010 meeting.

**President's Report:** A President's report was handed out on the key highlights of prospects and expansion.

**September 30, 2010 Financial Statements:** Financial statements and highlights were reviewed and approved for presentation to the full board.

**2010 DC Tourism budget changes:** DCT 2010 budget changes were reviewed and approved for presentation to the full board.

**2011 Budget for NYS (PARIS) filing:** NYS filing is due 11/3/10. OOC members were in agreement to hold off on filing until we have a better understanding of EDC funding for 2011.

#### **Leases:**

**Copier** – OOC approved a 48 month term lease agreement with IKON for a new copier @ \$250.88 per month. Lease agreement will have a non appropriation clause as an amendment to the lease.

**Rental Space** – Expect to reduce rental space by at least 3 offices.

**Auto Lease** – Discussion on auto lease vs. reimbursement of personal car use. OOC will discuss the options closer to the lease expiration dates. EDC lease expires 8/27/11. DCT lease expires 11/11/11.

**Disposal of Assets:** Committee approved the disposal of unused and outdated equipment.

#### **Personnel:**

- **Fringe** – discussed increase, no increase, increase in the amount of (single) health increase only  
At this time, due to the uncertain 2011 funding, no increase to fringe
- **Salary** – No increases for 2011.
- **Severance policy** – Severance policy was reviewed by OOC and given to David Wise, EDC council, for final approval. (see attached)

**Next OOC Meeting:** **Monday, January 24, 2011**  
**at 2:00 p.m.**

### **Termination/Severance**

Termination is an involuntary separation, other than for cause, initiated by the DCEDC.

Employees with less than three (3) full years will not be eligible for severance.

Employees with three (3) full years through ten (10) years of employment will receive severance of one (1) month salary in addition to non-mandatory benefits.

Employees with over ten (10) full years of employment will receive severance of two (2) months salary in addition to non-mandatory benefits.

The payment of any severance will be conditioned upon an employee signing a general release and severance agreement that is acceptable to DCEDC.