

**ALBANY CONVENTION CENTER AUTHORITY
GOVERNANCE COMMITTEE MEETING MINUTES
Albany Capital Center,
October 29, 2020**

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 9:05 AM and roll call was taken by Michele Vennard Chair:

Present: Michele Vennard, Chair, Megan Daly Secretary, Michael Hoffman, Daniel C. Lynch

Via Zoom: Steven C. Lerner Treasurer, John McDonald, Sarah Reginelli, Michael Skrebutenas

Absent: Joseph Rabito

Others Present: Lynn Zeronda, Robert Ryan, Doug McClaine, Shannon Licygiewicz, Duncan Stewart

The Governance Committee met for the second time in 2020 thereby fulfilling the minimum requirement to hold two meetings per calendar year.

Ms. Vennard summarized the business before the Committee as related to those updates and revisions to the ACCA Employee Time & Attendance Manual in progress at this time and asked that Bob Ryan discuss the memo he drafted regarding the major changes.

Mr. Ryan noted changes to vacation credits including those related to accrual, that they will be scaled to length of service, and as related to forfeiture and the elimination of EOY Buy-out. Changes to sick time were noted, along with an overview of those mandated by NYS labor law and NYS workplace policies resulting from the parallel review by a tax specialist with Harris-Beach, and which comprise the bulk of the most recent changes to the draft before the ACCA Board today.

To provide the Board sufficient time for review before taking any action, Ms. Vennard tabled the matter until the next ACCA Board meeting, January 28, 2021 with the direction to ACCA Staff to provide the Board with both redline and revised copies of the proposed manual with changes following the meeting. Mr. Ryan explained that were the Board to approve the changes at that meeting, for simplicity and efficiency, the action could be retroactive to 1-1-21.

OTHER BUSINESS:

No other business was discussed.

ADJOURN:

A motion to adjourn the Governance Committee meeting was made by Mr. Hoffman seconded by Ms. Daly; unanimously adopted

The Committee meeting adjourned at 9:16 AM.

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