

**MINUTES OF THE MEETING OF THE MEMBERS OF THE
GOVERNANCE COMMITTEE OF THE
HOUSING TRUST FUND CORPORATION (“HTFC”)
HELD ON MARCH 8, 2018 AT 1:00 P.M.**

Locations: New York State Homes and Community Renewal, 641 Lexington Avenue, 5th Floor
New York, New York
New York State Homes and Community Renewal, 38-40 State Street,
Commissioner’s Conference Room, Albany, New York
Locations connected by video-conference

MEMBERS PRESENT:

RuthAnne Visnauskas, Chairperson
Alex Valella, representing Kenneth Adams, Member
Howard Zemsky, Member

OTHERS PRESENT:

Mark Colon
Gerry D’Huy
Gabrielle Farina
Shin Kim
Crystal Loffler
Betsy Mallow
Linda Manley
Stacey Mickle
Lisa Pagnozzi
Ann Petersen
Eu Ting-Zambuto
Mark Tyler

There was a quorum with all Members present. Chairperson Visnauskas made a motion to call to order the meeting of the Members of the Governance Committee of HTFC. The motion was seconded by Mr. Zemsky.

The first item on the agenda was a resolution adopting an amended procurement policy for Community Development Block Grant Disaster Recovery contracts under the Governor’s Office of Storm Recovery (“GOSR”). Ms. Kim presented the proposed amended policy. She stated that various sections of the policy were streamlined, and she stated that the policy was revised to ensure compliance with both Federal and the State’s record retention policy. Additionally, she stated that the policy contains amended approval procedures including approval by an Executive Team for certain procurement determinations, due to organizational changes within GOSR.

Mr. Valella asked if the Executive Team was defined.

Ms. Kim responded that it was defined as those individuals who are part of GOSR's Executive Team.

Mr. Valella asked if this policy with respect to the Executive Team language was different from the procurement policy for contracts not under GOSR.

Ms. Kim responded that this policy was only for procurements funded by federal funds administered by GOSR.

Ms. Ting-Zambuto confirmed that HTFC maintains a separate policy for all other procurement contracts which is consistent with the procurement policy across the integrated agencies.

Mr. Zemsky moved to adopt the resolution; Chairperson Visnauskas seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby approve the amended Procurement and Contract Guidelines for Contracts Funded by the Community Development Block Grant Disaster Recovery Program.

Section 2. The Members hereby authorize the GOSR Procurement Officer, HCR Procurement Officer, or another officer or authorized agent of HTFC, subject to the provisions of this resolution, to execute any documents which may be necessary and appropriate to effectuate the purposes of this resolution.

Section 3. This resolution shall take effect immediately.

The next item on the agenda was a resolution adopting an integrated employee handbook. Ms. Farina noted that the majority of the policies and rules in the handbook remain consistent with the separate handbooks across the departments from prior years.

Mr. Zemsky moved to adopt the resolution; Mr. Valella seconded the motion, and the following resolution was unanimously adopted:

Section 1. The Members hereby approve the integrated employee handbook.

Section 2. This resolution shall take effect immediately.

There being no unfinished business, Mr. Valella moved to adjourn the meeting; Chairperson Visnauskas seconded the motion, and the meeting was adjourned at 1:30 p.m.