MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, FEBRUARY 22, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT
CUCULICH; TINA FITZGERALD; JOSEPH
HARDICK; DONNA REESE
MEMBERS ABSENT: DARLENE LATTIMORE; NICHOLAS LAINO;
JOHN RILEY; LOUELLA WILLIAMS
STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
CHRISTINE LoCURTO; ROBERT LoCURTO;
BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman opened the meeting, noting that a quorum was present. He announced that the next
Board meeting will be held on March 22, 2019 at 9:30 a.m. This will follow the Audit and Finance
Committee meeting to be held at 9:00 am.

The Chairman then asked that the first order of business be a moment of silence in memory of
Nortell Taylor-Jackson, who recently passed away. She is the daughter of Louella Williams. The
Board observed a moment of silence.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 2362, that the Minutes of the January 25, 2019 CNYRTA Board meeting be
approved.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Lee to give the
Chief Executive Officer’s report.

NEW YORK STATE BUDGET/LEGISLATIVE MEETINGS: Mr. Lee first reported on several
meetings he has recently attended in Albany, regarding continued negotiations on the New York
State Budget. These are being held with New York State Senate representatives as well as in the
Assembly and Executive Chamber. The Governor’s Budget provided a $1,800,000 increase in
State Operating Assistance (STOA), which reduced the projected Budget deficit of $3,500,000 to
$1,700,000. However, this still left the Authority $1,700,000 short. In order to avoid service
reductions throughout the 4-county region, Mr. Lee has been working with our legislative
debutation to secure the additional funding. Mr. Lee stated that he would again be in Albany next
week advocating for increased levels of funding.

There then ensued a detailed financial discussion including mention of the support of several
groups such as the Moving People Coalition.

RTC FEDERAL RAIL GRANT: Mr. Lee noted that the Authority did not receive the federal
CRISI grant for train platform repairs at the Walsh Regional Transportation Center. The Authority
will be drawing $650,000 in funds from its Section 5339 allocations, in order to commence the
design and engineering process. Utilization of these funds will require that the Authority decrease
future bus purchases by one (1) bus. The design and engineering process for the platform must
first be completed in order for the Authority to apply for additional Federal and State grants to
build a new platform. It is important that the Authority move forward in this regard. Ms. Reese
questioned the type of bus for which postponement of purchase might be necessary. This led to a
discussion of capital allocations and the cost of the sufficient platform and other RTC renovations.

AUDIT AND FINANCE COMMITTEE: The Chairman then gave the Audit and Finance
Committee report; this committee having met earlier this morning.

FINANCIAL REPORT: The Chairman first called upon Ms. LoCurto to give the Financial Report
based upon the Consolidated Statement of Revenues and Expenditures after ten months ending
through January 31, 2019. Operating Revenues are 2.5% under budget, total expenses are on
budget resulting in an operating income of $62k. Ms. LoCurto then noted that the detail variance
analysis is included in her written report to the Board. She also commented that all variances have
been routinely discussed in detail at previous Board meetings and there is no new variances to
discuss.

Ms. LoCurto then discussed the upcoming final Budget which will be reviewed at the March
Committee Meeting. There have been some adjustments since last reviewed by the Board, but
they tend to balance each other, leaving the same general balance as previously presented to the
Board. The final Budget will not assume additional STOA monies. Expense lines are as previously
reported. Mr. Schultz congratulated the Authority’s Financial staff for holding the expense line.
He observed, along with Ms. LoCurto, that the Finance Department presents a “fantastic team”.

Ms. LoCurto next reviewed various Cash Flow amounts diminished when the Government had its
partial shutdown. Preventative maintenance monies, now being recaptured, were not available
during the 34-day shutdown, when the FTA in Washington was not working. The Authority is still
waiting for approximately $500,000 of operating assistance. Also, there is $783k outstanding from
SUNY Medical for the parking contract.

Ms. LoCurto then brought the Board up to date regarding last month’s discussions dealing with
whether or not the Authority’s line of credit should be extended from $5,000,000 to $8,500,000.
After a lengthy discussion, it was decided not to seek such extension at the present time.
The Chairman then brought the Board up-to-date with regard to the current status of leasing and
construction items at the RTC as approved by the Audit and Finance Committee.
Upon Motion made, seconded and unanimously carried as Motion No. 2363, the Financial
Statements were approved.

UPSEU PENSION BENEFIT INCREASE: Ms. Musengo was invited into the Meeting to present
as she had at the Audit and Finance Committee meeting. She first requested a Motion approving
of an initial UPSEU Pension Benefit Increase/Index amount. This Motion relates to the Utica
Pension Employees Program where the Pension Benefit is suggested to increase from $65.10 to
$66.73. Pension amounts are frozen for retirees. Such increases are effective as of January 1,
2019. Thereafter, such re-indexing was moved, seconded and unanimously carried as Motion No. 2364, as previously approved by the Audit and Finance Committee.

**ADMINISTRATIVE DISABILITY PENSION:** Ms. Musengo next requested that the Board approve a CENTRO Disability Pension to be classified under Part A of the contract. This relates to one employee, now deceased, who was disabled under definitions of Social Security Law. This adjustment to Part A had earlier been approved by the Centro Pension Committee. Thereafter, and upon Motion duly made, seconded and unanimously carried as Motion No. 2365, such reclassification was approved.

**GENERAL PUBLIC LIABILITY INSURANCE:** Mr. Jon Maloff, Insurance Consultant then presented a proposal with regard to Liability Insurance at the Centro parking garage at SUNY Upstate. This includes bodily injury and property damage liability, gatekeeper’s Legal liability and various limits as reviewed by Mr. Maloff. The insurance carrier is Traveler’s, the incumbent liability insurance provider. The premium is revenue based. At the end of each policy year, carrier audited revenues and premiums are adjusted. The annual cost from March 10, 2018 to March 10, 2019 will be $166,561.00 and for the period March 10, 2019 to March 10, 2020 will be $175,603.00. Mr. Schultz pointed out that these premium costs are fully reimbursed by SUNY Upstate. Thereafter, the insurance proposal presented by Mr. Maloff, as approved by the Audit and Finance Committee, was moved, seconded and unanimously accepted as Motion No. 2366.

**PRESENTATION ON WORKERS’ COMPENSATION:** The Audit and Finance Committee also discussed an informational item whereby Brown & Brown, the Authority’s Risk Manager, presented an update on the Workers’ Compensation program. Representatives from Brown & Brown attended the Meeting to explain this in detail and to answer any questions that the Board had with regard to such program. They dealt with progress since the contract start date of September 1, 2018. This review included the actual Workers’ Compensation claim performance for calendar years 2016 and 2017 and where improvements will be identified as well as various opportunities for streamlining this program.

Ms. Reese raised questions regarding how the Authority’s Workers’ Compensation Program is explained to employees. Ms. Musengo also responded to questions with regard to employee notification. The Board members asked about competitive providers. The current provider is Traveler’s.

**GOVERNANCE COMMITTEE MEETING:** Chairman Schultz then reviewed for the Board, items considered during this morning’s Governance Committee meeting, where various controls were reviewed as well as the current status of COSO recommended programs such as the continuing education program, driver training classes, and the like. A newsletter was distributed to the Board dealing with various aspects of control. It was extremely well received. It had been prepared by Suzanna Levesque who could not attend this morning’s meeting, but who received a great deal of praise for the work performed by her.

The Governance Committee at this meeting, dealt with items regarding Governance as to culture, strategy and objective-setting, performance, review, revision and information communication and reporting as part of a strategic plan. Ms. LoCurto explained the Authority strategic Plan CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
development process is beginning as part of the continued development of the internal control process.

This Committee, chaired by Chairman Schultz, was discussed in detail by the Board at the Governance Committee meeting, but no action was taken.

Mr. Lee had then announced that Board self-assessment reviews would be distributed in the coming weeks for completion and submission to ABO.

OPERATIONS / TRANSPORTATION/REPORT: Mr. LoCurto then gave the Operations / Transportation Report. Construction projects to repair various items at the RTC have been completed. The interior of the facility is now fully operational. Mr. LoCurto thanked Geoff Hoff and Kathy Tuff for their diligence and assistance throughout the project. He also thanked C&S Engineers, who were helping complete the project on budget and in a timely fashion.

Mr. LoCurto next discussed some issues with the Cummins Engine, now being repaired, perhaps having to do with piston design and oil consumption.

EXECUTIVE SESSION: The meeting then went in to Executive session pursuant to Public Officer’s Law Section 105(1)(f) (employment history of a particular corporation). Upon exiting from Executive session, the Chairman announced that a certain contract was reviewed and discussed, but no action taken.

There being no further business to come before the Board, the CNYRTA Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
MINUTES OF THE REGULAR MEETING OF 
CNY CENTRO, INC 
HELD ON FRIDAY, FEBRUARY 22, 2019 AT 10:00 A.M. 
AT THE RTA OFFICES, 200 CORTLAND AVENUE 
IN SYRACUSE, NEW YORK 

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT 
CUCULICH; TINA FITZGERALD; JOSEPH 
HARDICK; DONNA REESE 
MEMBERS ABSENT: DARLENE LATTIMORE; NICHOLAS LAINO; 
JOHN RILEY; LOUELLA WILLIAMS 
STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); 
CHRISTINE LoCURTO; ROBERT LoCURTO; 
BARRY M. SHULMAN and IAN S. LUDD of counsel 

The Chairman called the CNY Centro, Inc. Board meeting to order, noting that a quorum was present. The next monthly Board meeting will be held on March 22, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1315, that the Minutes of the January 25, 2019, CNY Centro, Inc. Board meeting be approved.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman called upon Mr. Lee to give the Chief Executive Officer’s Report.

HOPE – OCESA KEATON: Mr. Lee met earlier this week with Ocesa Keaton, the Executive Director of HOPE Greater Syracuse, to discuss Centro’s financial status as reflected in the Fiscal Year 2020 Budget. HOPE is the organization in Central New York coordinating poverty reduction efforts. Centro and the service it provides is central to poverty reduction initiatives in Central New York. Ms. Keaton pledged the support of HOPE and will be contacting our State Legislative delegation to ask that Centro receive the additional $1,700,000 it is seeking for the rail platform, but for one additional bus. Other organizations are involved as well. 
Ms. LoCurto also reflected on the Finance Department waiting for an Operating Fund check to be cut in the amount of $596,000 which, upon receipt, will reflect previously budgeted numbers.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was moved, seconded, and unanimously approved as Motion No. 1316.

OPERATIONS / TRANSPORTATION/REPORT: Mr. LoCurto discussed the Operating / Transportation Report at Centro. He discussed a reporting error on the Call-A-Bus Quarterly Report which is being corrected here and in future reports.
ROUTE 81 PROJECT: Mr. Lee met with Lynessa Chaplin of the New York State Civil Liberties Union and Route 81 project Director, Mark Frechette of New York State Department of Transportation (NYSDOT) to discuss the Route 81 Project and its various options for moving forward. Centro has met with the NYSDOT and SMTC leaders as well as with many elected officials regarding Centro’s need to assess the increased needs for local transit services as well as an expanded Park and Ride system. Centro has agreed to stay in close contact as development plans for the reconstruction of Route 81 continue to unfold.

There being no further business to come before the Board, the CNY Centro, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary

CNY CENTRO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF CAYUGA, INC
HELD ON FRIDAY, FEBRUARY 22, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT CUCULICH; TINA FITZGERALD; JOSEPH HARDICK; DONNA REESE

MEMBERS ABSENT: DARLENE LATTIMORE; NICHOLAS LAINO; JOHN RILEY; LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); CHRISTINE LoCURTO; ROBERT LoCURTO; BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman called the Centro of Cayuga, Inc. Board meeting to order, noting that a quorum was present. The next monthly Board meeting will be held on March 22, 2019.

APPROVAL OF MONTHLY MINUTES: A motion was then made, seconded and unanimously carried as Motion No. 1207, that the Minutes of the January 25, 2019, Centro of Cayuga, Inc. Board meeting be approved.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Lee to give the Chief Executive officer’s report.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was moved, seconded, and unanimously approved as Motion No. 1208.

OPERATIONS / TRANSPORTATION REPORT: Mr. LoCurto then gave the Operations / Transportation report.

There being no further business to come before the Board, the Centro of Cayuga, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary

CENTRO OF CAYUGA, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF OSWEGO, INC
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, FEBRUARY 22, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT
CUCULICH; TINA FITZGERALD; JOSEPH
HARDICK; DONNA REESE

MEMBERS ABSENT: DARLENE LATTIMORE; NICHOLAS LAINO;
JOHN RILEY; LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer);
CHRISTINE LoCURTO; ROBERT LoCURTO;
BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman called the Centro of Oswego, Inc. Board meeting to order, noting that a quorum
was present. The next monthly Board meeting will be held on March 22, 2019.

APPROVAL OF MONTHLY MINUTES: A motion was then made, seconded and unanimously
carried as Motion No. 1223, that the Minutes of the January 25, 2019, Centro of Oswego, Inc.
Board meeting be approved.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Lee to give the
Chief Executive officer’s report.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was moved, seconded,
and unanimously approved as Motion No. 1224.

OPERATIONS/TRANSPORTATION REPORT: Mr. LoCurto then gave the Operations/
Transportation Report.

There being no further business to come before the Board, the Centro of Oswego, Inc. Board
meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary

CENTRO OF OSWEGO, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, FEBRUARY 22, 2019 AT 10:00 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

MEMBERS PRESENT: BRIAN SCHULTZ (Chairman); ROBERT CUCULICH; TINA FITZGERALD; JOSEPH HARDICK; DONNA REESE

MEMBERS ABSENT: DARLENE LATTIMORE; NICHOLAS LAINO; JOHN RILEY; LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); CHRISTINE LoCURTO; ROBERT LoCURTO; BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman called the Centro of Oneida, Inc. Board meeting to order, noting that a quorum was present. The next monthly Board meeting will be held on March 22, 2019.

APPROVAL OF MONTHLY MINUTES: A motion was then made, seconded and unanimously carried as Motion No. 350, that the Minutes of the January 25, 2019, Centro of Oneida, Inc. Board meeting be approved.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Lee to give the Chief Executive officer’s report.

FINANCIAL REPORT: Ms. LoCurto then gave the Financial Report which was moved, seconded, and unanimously approved as Motion No. 351.

OPERATIONS/TRANSPORTATION REPORT: Mr. LoCurto then gave the Operations/Transportation Report.

There being no further business to come before the Board, the Centro of Oneida, Inc. Board meeting was thereupon duly adjourned.

CHAIRMAN

ATTEST:

Secretary

CENTRO OF ONEIDA, INC. MINUTES
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
AUDIT AND FINANCE COMMITTEE
HELD ON FRIDAY FEBRUARY 22, 2019 AT 9:00 A.M.
THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

COMMITTEE MEMBERS PRESENT: BRIAN SCHULTZ (Chairman);
ROBERT CUCULICH; TINA FITZGERALD; JOSEPH HARDICK;
DONNA REESE

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); CHRISTINE LoCURTO;
ROBERT LoCURTO; LINDA BIATA;
MELISSA BRIM; JOSEPH DeGRAY;
MICHAEL FITZGIBBONS; GEOFF HOFF; CAROL LOMBARDO; LILA MacDOWELL; JACKIE MUSENGO;
TARA SPRAKER; CHRISTOPHER TUFF; BARRY M. SHULMAN and IAN S. LUDD of counsel

The Chairman opened the meeting, noting that a quorum was present. He announced that the next Board Meeting will be held on March 22, 2019.

FINANCIAL REPORT: The Chairman first called upon Ms. LoCurto to give the Financial Report based upon the Consolidated Statement of Revenues and Expenditures after ten months ending through January 31, 2019. Operating Revenues are 2.5% under budget, total expenses are on budget resulting in an operating income of $62k. Ms. LoCurto then noted that the detail variance analysis is included in her written report to the Board. She also commented that all variances have been routinely discussed in detail at previous Board meetings and there is no new variances to discuss. Upon Motion made, seconded and unanimously carried the Financial Statements were approved and passed on to the Board for adoption.

Ms. LoCurto then discussed the upcoming final Budget which will be reviewed at the March Committee Meeting. There have been some adjustments since last reviewed by the Board, but they tend to balance each other, leaving the same general balance as previously presented to the Board. The final Budget will not assume additional STOA monies. Expense lines are as previously reported. Mr. Schultz congratulated the Authority’s Financial staff for holding the expense line. He observed, along with Ms. LoCurto, that the Finance Department presents a “fantastic team”.

Ms. LoCurto next reviewed various Cash Flow amounts diminished when the Government had its partial shutdown. Preventative maintenance monies, now being recaptured, were not available during the 34-day shutdown, when the FTA in Washington was not working. The Authority is still
waiting for approximately $500,000 of operating assistance. Also, there is $783k outstanding from SUNY Medical for the parking contract.

Ms. LoCurto then brought the Board up to date regarding discussions dealing with whether or not the Authority’s Line of Credit should be extended from $5,000,000 to $8,500,000. After a lengthy discussion, it was decided not to seek such extension at the present time.

The Chairman then brought the Board up-to-date with regard to the current status of leasing and construction items at the RTC.

Upon Motion made, seconded and unanimously carried the Financial Statements were approved and passed on to the Board for adoption.

**UPSEU PENSION BENEFIT INCREASE**: Ms. Musengo was next presented. She requested a Motion approving of an initial UPSEU Pension Benefit Increase/Index amount. This Motion relates to the Utica Pension Employees Program where the Pension Benefit is suggested to increase from $65.10 to $66.73. For retirees, pension amounts are frozen. This Motion would indicate such increases effective January 1, 2019. Thereafter, such re-indexing was moved, seconded and unanimously approved and passed to the Board for adoption.

**ADMINISTRATIVE DISABILITY PENSION**: Ms. Musengo next requested that the Board approve a Centro Disability Pension to be classified under Part A of the contract. This relates to one employee, now deceased, who was disabled under definitions of Social Security Law. This adjustment to Part A had earlier been approved by the Centro Pension Committee. Thereafter, and upon Motion duly made, seconded and such classification was approved and passed to the Board for adoption.

**GENERAL PUBLIC LIABILITY INSURANCE**: Mr. Jon Maloff, Insurance Consultant then presented a proposal with regard to Liability Insurance at the Centro parking garage, at SUNY Upstate. This includes bodily injury and property damage liability, gatekeeper’s legal liability and various limits as reviewed by Mr. Maloff. The insurance carrier is Traveler’s, the incumbent liability insurance provider. The premium basis is revenue. At the end of each policy year, carrier audited revenues and premiums are adjusted. The annual cost from March 10, 2018 to March 10, 2019 is $166,561.00 and for the period March 10, 2019 to March 10, 2020 will be $175,603.00. Mr. Schultz pointed out that these premium costs are 100% reimbursed by SUNY Upstate. Thereafter, the insurance proposal presented by Mr. Maloff, was moved, seconded and unanimously accepted and passed to the Board for adoption.

**PRESENTATION ON WORKERS’ COMPENSATION**: There then ensued an informational item with regard to various aspects of the Authorities Workers’ Compensation. This was a discussion item. No action was taken.

Ms. Reese raised questions regarding how the Authority’s Workers’ Compensation Program is explained to employees.

**AUDIT AND FINANCE COMMITTEE MEETING MINUTES**
Ms. Musengo also responded to questions with regard to employee notification. The Board members asked about competitive providers, if the current provider is Traveler’s. Staff members working within the Workers’ Compensation program, together with Brown & Brown complimented Traveler’s operations.

With no further business to come before the CNYRTA Audit and Finance Committee, the meeting was thereupon duly adjourned.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary

AUDIT AND FINANCE COMMITTEE MEETING MINUTES
MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
GOVERNANCE COMMITTEE
HELD ON FRIDAY, FEBRUARY 22, 2019 AT 9:30 A.M.
AT THE RTA OFFICES, 200 CORTLAND AVENUE
IN SYRACUSE, NEW YORK

COMMITTEE MEMBERS PRESENT: BRIAN SCHULTZ (Chairman);
ROBERT CUCULICH; TINA
FITZGERALD; JOSEPH HARDICK;
DONNA REESE

STAFF ALSO PRESENT: RICHARD LEE; (Chief Executive
Officer); CHRISTINE LoCURTO;
ROBERT LoCURTO; LINDA BIATA;
MELISSA BRIM; JOSEPH DeGRAY;
NATHAN DOW; MICHAEL
FITZGIBBONS; GEOFF HOFF;
MICHAEL FITZGIBBONS; CAROL
LOMBARDO; LILA MacDOWELL;
JACKIE MUSENGO; TARA SPRAKER;
CHRISTOPHER TUFF; BARRY M.
SHULMAN and IAN S. LUDD of counsel

Chairman Schultz called the meeting to order at 9:30 a.m. on February 22, 2019 noting a quorum
was present. This is a meeting required by State statutory law.

Chairman Schultz then turned the meeting over to Ms. LoCurto who discussed several topics
before the Governance Committee. These presentations deal with internal controls and the
Governance Committee’s updates of same. The Governance Committee members then discussed
annual review status, various controls and assessments of risks, bases for certifications and
ongoing work as relate to various controls. Ms. LoCurto presented a newsletter prepared by
Suzanna Levesque, which was highly complimented by the Board. Ms. Levesque was not able to
attend the meeting. Ms. LoCurto indicated how various controls work throughout the company.
She reviewed an Internal Control seminar prepared and presented by Ms. Levesque to the new
driver’s training class and various risk controls.

Ms. LoCurto then noted that a strategic plan is being created dealing with COSO Risk
Management. She described meetings with Mr. Lee and Mr. LoCurto, committed to getting a
strategic plan in place. She discussed, with the committee, a draft guide detailing the entire
process.

Mr. Lee reminded the Board Members that there will soon be distributed, the annual self-
assessment forms for each Board Member to complete in accordance with ABO Standards. They
should be sent out to Board Members next month and can be completed in confidence if so desired. This analysis will then be sent on to ABO for filing in Albany.

Lastly, an outline of the Authority’s Strategic plan was discussed. This includes COSO Enterprise Risk Management and the five components; Governance and Culture, Strategy and Objective Setting, Performance, Review and Revisions and Information Communication and Reporting.

With no further business to come before the CNYRTA Governance Committee, the meeting was thereupon duly adjourned.

[Signature]
Chairman

ATTEST:

[Signature]
Secretary