MINUTES OF THE REGULAR MEETING OF
THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY
HELD ON FRIDAY, APRIL 26, 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:  NICHOLAS LAINO; DARLENE LATTIMORE; LOUELLA WILLIAMS

STAFF ALSO PRESENT:  RICHARD LEE (Chief Executive Officer); JOSEPH DeGRAY; BARRY M. SHULMAN; STEPHEN T. HELMER and IAN S. LUDD of counsel

The Chairman called the meeting to order, noting that a quorum was present. He announced that the next Authority monthly Board meeting will be held on May 17, 2019. The Personnel Committee meeting will be held at 9:00 A.M., and immediately thereafter, the Audit and Finance Committee meeting, followed by the Board meeting.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 2371, that the Minutes of the March 22, 2019 CNYRTA Board meeting be adopted.

APPROVAL OF ANNUAL MEETING MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 2372, that the Minutes of the March 22, 2019 CNYRTA Annual meeting be adopted.

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

NEW YORK STATE BUDGET: Mr. Lee was pleased to report to the Board that STOA monies have been increased to the Authority reducing the Budget deficit from approximately $3.5m to approximately $250k. Mr. Lee wished to thank New York State Assemblyman William Magnarelli, the Chairman of the Assembly Transportation Committee who led the effort in the Assembly to secure additional and longer-term financing for Upstate transit, including for the Authority. His dedication, persistence and leadership in standing up for Syracuse, Onondaga County and Upstate New York public transportation is greatly appreciated. Mr. Lee observed that the Authority is lucky to have Mr. Magnarelli and all members of our State Legislative delegation working on our behalf in Albany. It is believed the 9.7% increase of STOA monies was the largest increase to the Authority since the years of Governor Pataki.
UTICA MAYOR PALMIERI: Mr. Lee reported he met with Utica Mayor Robert Palmieri to discuss several issues including public and commercial vehicle access to private property adjacent to the Utica Transit Hub. Staff is looking into how access may be granted without disrupting bus operations.

OSWEGO MAYOR BARLOW: Mr. Lee reported he met with Oswego Mayor Billy Barlow to update the Mayor on Centro’s operations and financial position. They also discussed the downtown revitalization initiative (DRI) impact on our routes and bus shelter placement.

OSWEGO PUBLIC INFORMATION SESSION: Mr. Lee discussed the public information session held at the McCrobie Community Center in Oswego, NY on April 24th. The session offered information on Centro service in Oswego and allowed customers to speak with various staff members. A second session will be scheduled soon.

SOUTHEAST GATEWAY INITIATIVE: Mr. Lee met with Calvin Corridors, Program Manager of the Southeast Gateway Initiative on Friday, April 19th. They discussed the progress of the Initiative and Centro’s role in the effort.

CONGESTION MITIGATION AIR QUALITY (CMAQ) GRANT: Mr. Lee informed the Members of the awarding of a federal CMAQ grant in the amount of $5 million for specific uses to include adding service to increase frequency of trips during the day and to offer service to areas currently not served sufficiently. He estimated it will take approximately one year to receive the funds.

AUDIT AND FINANCE COMMITTEE REPORT: The Chairman next gave the Audit and Finance Committee report.

NEW YORK STATE BUDGET: The State Budget was approved after the March 22, 2019 Board meeting.

It provides for $37,167,300 in additional STOA, which represents a 9.58% increase over last fiscal year. Upon Motion duly made, seconded and unanimously carried, Motion to adopt the 2019-2020 Budget as amended, was approved to reflect increased STOA to $37,167,300, as Motion No. 2373.

INSURANCE PROGRAM: Mr. Maloff was invited into the meeting and discussed an insurance program for the Authority for the coming year. He reviewed the current status of insurance coverage. New insurance programs are the result of a complete RFP approval process. The new primary carrier to the authority is Lloyds and the primary carrier for an additional $5m of excess coverage will be Lexington Insurance. Lloyds Syndicates will provide a limit of $10m per occurrence with a $10m annual aggregate for general liability insurance coverage. This is an excess liability policy form. Lexington Insurance will provide a limit of $5m in excess the Lloyd’s policy. The Authority does purchase first dollar liability coverage for some of its operations. These include the Syracuse and Utica Hubs, the Regional Transportation Center and Centro Parking operations. Other liability policies not subject to the excess coverages are Directors and Officers Liability and Storage Tank Liability coverage, as required. Many insurance carriers, such as our current carrier, New Hampshire Insurance Company, are no longer providing insurance for auto

CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY MINUTES
bus operations and therefore did not submit a Response for the RFP. After a full and detailed explanation by Mr. Maloff, adoption of the new insurance program was made, seconded and unanimously adopted and carried as Motion No. 2374.

Mr. Maloff was excused from the meeting.

**SMG GROUP LAKEVIEW AMPHITHEATER CONTRACT:** Mr. Koegel was invited into the meeting to recommend the renewal of a contract with SMG Group for transportation services to the amphitheater. Rates to the amphitheater will increase from $95.00 an hour to $97.73 an hour. The contract term is from May 16, 2019 to September 8, 2019. Thereafter, and upon further discussion, it was moved, seconded and unanimously carried that such contract renewal be approved as Motion No. 2375.

Mr. Koegel was excused from the meeting.

**RESOLUTION –GRANT AGREEMENT CONTRACT K007389 WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION:** Mr. Moses was invited into the meeting then placed before the Board a Resolution authorizing the Chief Executive Officer to enter into Grant Agreement Contract No. K007389 with the New York State Department of Transportation. This arises out of a funding commitment from New York State of $7,252,236 in 100% New York State Dedicated Capital Funds and $333,340 in 10% State Share, for payment of Mass Transportation Capital Projects in Onondaga, Oneida, Oswego and Cayuga counties. Upon Motion duly made, seconded and unanimously carried, Resolution No. 2396, annexed to the Minutes was unanimously passed.

Mr. Moses was excused from the meeting.

**PENSION COMMITTEE REPORT:** The Chairman then gave the Pension Committee Report. This morning, the Pension Committee met with Michael Valenti, representative from Manning and Napier, pension consultants to the Authority. A presentation was made regarding the present status of the economy and the various portfolios in the Authority’s Pension funds. After a lengthy discussion, it was decided to make no changes in asset distributions but to continue them “as is”.

**GOVERNANCE COMMITTEE REPORT:** The Chairman noted that earlier this morning the Governance Committee met to review ongoing activities within the internal control program and the organizations strategic plan. Suzanna Sheard gave a detailed power point presentation showing the current status of the annual internal control review and certification process. This presentation also provided the Board with information on the framework and review process to be performed to update and improve the organization strategic plan.

Ms. Reese requested that going forward, PowerPoint presentations be provided in advance for the visually impaired for ease of following content.

**OPERATIONS/TRANSPORTATION REPORT:** Mr. DeGray gave the Operations report. He discussed the Call-A-Bus experience for the last quarter. He reviewed the total number of rides and customers. Call-A-Bus is reaching out to more and more disabled riders. An estimated 96%
of all trips were provided on time while 18% of trips required mobility devices. Cancellations are at about 14%. Mr. DeGray presented a letter of appreciation from the Onondaga County Department of Adult and Long-Term Services citing the Call-A-Bus services, efforts and professionalism.

EXECUTIVE SESSION: Thereafter, and upon Motion duly made, seconded and unanimously carried as Motion No. 2376, the meeting went into Executive Session pursuant to Section 105(1)(f), of the New York State Officer’s Law discussions regarding the financial credit and employment history of particular persons or matters relating to their employment.
Upon exiting, the Chairman noted that during Executive Session and thereafter in open session, it was moved, seconded and unanimously carried that the non-represented staff receive a cost of living increase of 2% effective April 1, 2019. This being Motion No. 2377.

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

Chairman

ATTEST:
Darlene J. Sattimore
Secretary
RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO GRANT AGREEMENT CONTRACT #K007389 WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION

WHEREAS, the Central New York Regional Transportation Authority (CNYRTA) has received a funding commitment from New York State for $7,252,236 in 100% New York State dedicated capital funds and $333,340 in 10% State Share for payment of costs of mass transportation capital projects in Onondaga, Oneida, Oswego and Cayuga Counties; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MEMBERS OF THE CENTRAL NEW YORK REGIONAL TRANSPORTATION AUTHORITY, that the Chief Executive Officer is authorized to enter into a grant contract with New York State under contract #K007389, in the amount of $7,585,576.
RESOLUTION CERTIFICATION

I, Brian M. Schultz, Chairman of the Central New York Regional Transportation Authority, do hereby certify that the attached resolution is a true and correct copy of a resolution adopted by the Central New York Regional Transportation Authority on April 26, 2019, and of the whole thereof, and that same is a true and correct copy of said resolution as same appears in the original minutes of the meeting of the Central New York Regional Transportation Authority held on April 26, 2019.

Brian M. Schultz
Chairman

STATE OF NEW YORK )
COUNTY OF ONONDAGA ) ss:

On this 26th day of April, 2019 before me personally came Brian M. Schultz, to me known, who being by me duly sworn, did depose and say that he/she resides at 407 Maple Dr, Fayetteville, NY; that he/she is the Chairman of the Central New York Regional Transportation Authority, as described in and who executed the forgoing instrument; and that he/she duly acknowledged to me that he/she executed the same.

Carol Ann Pontello Lombardo
Notary Public

(SEAL)
MINUTES OF THE REGULAR MEETING OF
CNY CENTRO, INC
HELD ON FRIDAY, APRIL 26, 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: NICHOLAS LAINO; DARLENE LATTIMORE;
LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); JOSEPH
DeGRAY; BARRY M. SHULMAN; STEPHEN T.
HELMER and IAN S. LUDD of counsel

The Chairman opened the CNY Centro, Inc. Board meeting, noting that a quorum was present. He announced that the next monthly Board meeting will be held on May 17, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1320, that the Minutes of the March 22, 2019 CNY Centro, Inc. monthly Board meeting be adopted.

APPROVAL OF ANNUAL MEETING MINUTES: A Motion was then made, seconded and unanimously carried as Motion No. 1321, that the Minutes of the March 22, 2019 CNY Centro, Inc. Annual meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: Mr. Lee gave the Chief Executive Officer’s report. He met with Calvin Corridors, Program Manager of the Southeast Gateway Initiative on Friday, April 19, 2019. Centro is taking a lead role in that effort chaired by Assemblywoman Pam Hunter. JP Morgan Chase is also helping finance the project. Centro is a major part of the current Syracuse growth process.

RAPID TRANSIT: Mr. Lee also informed the Board with regard to bus rapid transit analyses in the city of Syracuse, where two new lines of transportation could help ease poverty with quicker, more efficient connections to jobs for commuters.

OPERATIONS/TRANSPORTATION REPORT: Mr. DeGray gave the Operations report. He discussed the Call-A-Bus experience for the past quarter. He reviewed the total number of rides and the total number of customers. The program is touching base with more and more disabled riders. An estimated 96% of all trips were provided on time while 18% of trips required mobility devices. Cancellations are at about 14%. Mr. DeGray presented a letter of appreciation from the
Onondaga County Department of Adult and Long-Term Services citing the Call-A-Bus department and its superior efforts and professionalism.

Mr. DeGray reminded the Board that at previous meetings, questions were raised about the availability of future maintenance technicians. He described a recent BOCES event held by Centro at which students were encouraged to apply for employment in the Maintenance Department. Mr. Geoff Hoff was then invited into the meeting to report with regard to Centro’s use of natural gas. He discussed the current locked-in natural gas costs and compared it with other types of fueling. He explained efforts being undertaken to provide a tax payment to the Authority.

The staff is continuing trying to see what more can be done through Washington, D.C. representatives to obtain the IRS Natural Gas Tax Credit, which has benefitted the Authority and Centro in past years.

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

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF CAYUGA, INC
HELD ON FRIDAY, APRIL 26, 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: NICHOLAS LAINO; DARLENE LATTIMORE;
LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); JOSEPH
DeGRAY; BARRY M. SHULMAN STEPHEN T.
HELMER and IAN S. LUDD of counsel

The Chairman called the Centro of Cayuga, Inc. Board meeting to order, noting that a quorum was
present. He announced that the next monthly Board meeting will be held on May 17, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1212, that the Minutes of the March 22, 2019 Centro of Cayuga, Inc.
monthly Board meeting be adopted.

APPROVAL OF ANNUAL MEETING MINUTES: A Motion was then made, seconded and
unanimously carried as Motion No. 1213, that the Minutes of the March 22, 2019 Centro of
Cayuga, Inc. Annual meeting be adopted.

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

OPERATIONS/TRANSPORTATION REPORT: Mr. DeGray gave the Centro of Cayuga, Inc.
Operations/Transportation Report of Centro of Cayuga, Inc.

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

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF OSWEGO, INC
HELD ON FRIDAY, APRIL 26, 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: NICHOLAS LAINO; DARLENE LATTIMORE;
LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); JOSEPH
DeGRAY; BARRY M. SHULMAN; STEPHEN T.
HELMER and IAN S. LUDD of counsel

The Chairman opened the Centro of Oswego, Inc. Board meeting, noting that a quorum was
present. He announced that the next monthly Board meeting will be held on May 17, 2019.

APPROVAL OF MONTHLY MINUTES: A Motion was then made, seconded and unanimously
carried as Motion No. 1228, that the Minutes of the March 22, 2019 Centro of Oswego, Inc.
monthly Board meeting be adopted.

APPROVAL OF ANNUAL MEETING MINUTES: A Motion was then made, seconded and
unanimously carried as Motion No. 1229, that the March 22, 2019 Centro of Oswego, Inc. Annual
meeting minutes be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: Mr. Lee met with Oswego Mayor Billy Barlow in
April 18, 2019. The meeting was to update the Mayor on Centro of Oswego’s current operations
and financial positions. He also discussed the downtown revitalization initiative (DRI) impact on
Centro of Oswego’s routes and bus shelter placement.

The Marketing Department of Centro of Oswego held a public information session at the
McCrobie Community Center in Oswego on April 24, 2019. The session offered information on
Centro Service in Oswego and allowed customers to speak with staff members.

OPERATIONS/TRANSPORTATION REPORT: Mr. DeGray then gave the Centro of Oswego,
There being no further business to come before the Board, the Centro of Oswego, Inc. Board meeting was thereupon duly adjourned.

Chairman

ATTEST:

Secretary
MINUTES OF THE REGULAR MEETING OF
CENTRO OF ONEIDA, INC
HELD ON FRIDAY, APRIL 26, 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: NICHOLAS LAINO; DARLENE LATTIMORE;
LOUELLA WILLIAMS

STAFF ALSO PRESENT: RICHARD LEE (Chief Executive Officer); JOSEPH
DeGRAY; BARRY M. SHULMAN and STEPHEN T.
HELMER 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 meeting will be held on May 17, 2019.

APPROVAL OF MONTHLY MINUTES: A motion was then made, seconded and unanimously
carried as Motion No. 355, that the Minutes of the March 22, 2019, Centro of Oneida, Inc. monthly
Board meeting be approved.

APPROVAL OF ANNUAL MEETING MINUTES: A Motion was then made, seconded and
unanimously carried as Motion No. 356, that the Minutes of the March 22, 2019 Centro of Oneida,
Inc. Annual meeting be adopted.

CHIEF EXECUTIVE OFFICER’S REPORT: The Chairman then called upon Mr. Lee to give the
Chief Executive Officer’s report. He met with Utica Mayor Robert Palmieri to discuss several
issues including public and commercial vehicle access to private property adjacent to the Utica
Transit Hub. Staff is looking into how access may be granted without disrupting bus operations.

OPERATIONS/TRANSPORTATION REPORT: Mr. DeGray gave the Centro of Oneida, Inc.
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:

Darlene Lattimore

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 APRIL 26, 2019 AT 9:30 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); LINDA BIATA; MELISSA BRIM; JOSEPH DeGRAY; NATHAN DOW; JOSH GARDNER; STEVEN KOEGEL; CAROL LOMBARDO; LILA MacDOWELL; JACKIE MUSENGO; SUZANNA SHEARD; TARA SPRAKER; BARRY M. SHULMAN; STEPHEN T. HELMER and IAN S. LUDD of counsel

Chairman Schultz opened the Committee meeting, noting that a quorum was present. The next monthly Audit and Finance Committee meeting will be held May 17, 2019.

NEW YORK STATE BUDGET:  The State Budget was approved after the March 22, 2019 Board meeting.

It provides for $37,167,300 in additional STOA, which represents a 9.58% increase over last fiscal year. Upon Motion duly made, seconded and unanimously approved, to adopt the 2019-2020 Budget as amended, adoption to reflect increased STOA to $37,167,300, was sent to the Board for adoption.

SMG GROUP LAKEVIEW AMPHITHEATER CONTRACT:  Mr. Koegel next submitted a request for the renewal of a contract with SMG Group. This is for services to the amphitheater contract from May 16, 2019 through September 8, 2019. Rates to the amphitheater service will increase from $95.00 an hour to $97.73 an hour. Thereafter, and upon further discussion, it was moved, seconded and unanimously carried that such contract extension was approved and sent to the Board for adoption.

INSURANCE PROGRAM:  Mr. Maloff then discussed a proposed insurance program for the Authority for the coming year. He reviewed the current status of insurance coverage. New insurance programs are the result of a full RFP approval process. The new primary carrier to the authority is Lloyds and the primary carrier for an additional $5m of excess coverage is proposed to be Lexington Insurance. Lloyds Syndicates will provide a limit of $10m per occurrence with a $10m annual aggregate for general liability insurance coverage. This is an excess liability policy form. Lexington Insurance will provide a limit of $5m in excess the Lloyd’s policy. The Authority does purchase first dollar liability coverage for some of its operations. These include the Syracuse
and Utica Hubs, the Regional Transportation Center and Centro Parking operations. Other liability policies not subject to the excess coverages are Directors and Officers Liability and Storage Tank Liability coverage, as required. After a full and detailed explanation by Mr. Maloff, approval of the new insurance program was made, seconded and unanimously and sent to the Board for adoption.

GRANT AGREEMENT CONTRACT K007389 WITH THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION: Mr. Moses then placed before the Committee a Resolution authorizing the Chief Executive Officer to enter into Grant Agreement Contract (number K007389) with the New York State Department of Transportation. This arises out of a funding commitment from New York State of $7,252,236 in 100% New York State Dedicated Capital Funds and $333,340 in 10% State Share, for payment of Mass Transportation Capital Projects in Onondaga, Oneida, Oswego and Cayuga counties. A Motion approving application and receipt of such funds was then made, seconded and unanimously passed to the Board with recommendation for approval.

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

Chairman

ATTEST:

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 APRIL 26, 2019 AT 9:30 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);
LINDA BIATA; MELISSA BRIM; JOSEPH
DeGRAY; NATHAN DOW; JOSH GARDNER;
STEVEN KOEGEL; CAROL LOMBARDO;
LILA MacDOWELL; JACKIE MUSENGO;
SUZANNA SHEARD; TARA SPRAKER;
BARRY M. SHULMAN; STEPHEN T.
HELMER and IAN S. LUDD of counsel

Chairman Shultz called the Governance Committee meeting to order. He noted that the purpose of
the meeting is to discuss and make the Board aware of various governance and internal control
items and activities across the organization. For the purpose of this discussion, Suzanna Sheard
gave a Power Point presentation showing the current status of the annual internal control review
and certification process. The FY 2018-19 annual internal control review covers 21 assessable
units within the organization and is on schedule to be completed by the June 30 deadline.

Information was also included in the presentation explaining the framework and review process
which will be used to update and improve the organization’s current strategic plan. This meeting
will be followed up by another in the near future to discuss the final results of the annual review
and certification process and provide further updates on the status of the changes to the strategic
plan.

Thereafter, Ms. Reese made a statement to the Board regarding Power Point presentations and
their reception by the vision impaired. No action was taken.

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

Chairman

ATTEST:

Secretary

GOVERNANCE COMMITTEE MEETING MINUTES