

**ALBANY CONVENTION CENTER AUTHORITY
MEETING MINUTES
CAHILL ROOM, ALBANY COUNTY OFFICE BUILDING
APRIL 27, 2007**

ATTENDEES

George Leveille, Gavin Donohue, Joseph Pennisi, Michele Vennard,
L. Lloyd Stewart, Assemblyman John McEneny, John Harris, Brad Rosenstein

CALL TO ORDER AND ROLL CALL

Meeting was called to order at 8:30 and a roll call was taken by Chairman George Leveille.

PUBLIC COMMENT PERIOD 8:30-8:41

The following is the list of speakers who made public comments at this meeting. The entire meeting is on audio and the public comments are available to anyone requesting to hear them.

Councilman Dominick Calsolaro
Susan Holland – Historic Albany Foundation

The public comment period concluded at 8:41 a.m.

APPROVAL OF PREVIOUS MEETING MINUTES

The March 30th meeting minutes were reviewed. A motion to adopt them was offered by Assemblyman Jack McEneny and seconded by Mr. Brad Rosenstein; unanimously adopted.

BUSINESS REPORTS:

- **Chair Report**
 - a. The workshop held on April 26th was very successful.
- **Treasurer Report**
 - a. Audit Update

Mr. Pennisi received the Audit Update; the Audit Committee did receive the 2006 Audit Report of the activities of the Authority. Mr. Pennisi stated that the Board of Directors had a presentation on the audit document from UHY auditors. The objective was to have the Audit committee and the Board of Directors go through the audit to present any questions or concerns. Once the questions are addressed the Audit Committee and Board will again in May.

- **Authority Report**

- a. Planning and Development** – Duncan Stewart

- i. Community Benefits program update

Mr. D. Stewart handed out an activity memo to the Board of Directors on the update from the Community Benefits initial post meeting. Mr. Stewart stated “the response from the community has been very positive” and hopes that the community leaders will soon step forward to engage in the discussion on Community Benefits. In the interim he will continue the Community Benefits Program meeting with CEEEJ on April 27th, 2007.

- b. Draft Affirmative Action/Economic Inclusion Plan**

- i. Mr. D. Stewart presented a draft of the Affirmative Action Plan and Executive Memo as a summary. The Affirmative Action/Economic Inclusion Plan is not completed at this time, absent from this document are percentages for including MWBE participation and EEO as those are currently being studied and reviewed so they can be fully justified to reflect both the population and census with appropriate workforce and availability of members in the community.
 - ii. Deborah Williams-Muhammad will be assisting in the preparation of The Affirmative Action/Economic Inclusion Plan and the development of the percentage goals for MWBE and EEO participation.
 - iii. Mr. Leveille suggested posting the Affirmative Action Plan on the website so the public can make comments prior to the adoption of the Plan. The Board of Directors accepted the proposal.
 - iv. Windell Gray spoke on his EEO Plan that he had put together. Mr. Gray spoke with Bob Ryan about legal counsel and to schedule a meeting on the structure of his EEO. Unfortunately, Mr. Gray was not able to sit down one on one with the attorney and put his ideas together to make the EEO Plan cohesive.

- c. Executive Summary Memo**

Mr. D. Stewart spoke on the up coming Scoping sessions being held in Albany.

May 8th, North Albany Academy - 570 North Pearl St.

May 16th, “The Linda” auditorium (WAMC) - 339 Central Ave.

May 30th, Albany Housing Authority - 200 South Pearl St.

Underwriters meeting have been scheduled for May 1st and May 2nd
Mr. Leveille requested a motion to adopt the “Real Property Acquisition Policy”. A motion was made by Mr. Harris; seconded by Mr. Donohue; unanimously adopted.

d. Operations update - Al Sorrentino

- i. Office location will be at 384-386 Broadway
- ii. Work stations, computer equipment and phone system for the office have been ordered.
- iii. Conference room table will be delivered by the end of May
- iv. Insurance provider selected was First Niagara (cost effective)
- v. Report of the Authority from Kathryn Sikule of Brownstone Graphics

e. Legal Report – Hal Patrick, General Counsel

- i. Mr. D. Stewart presented a draft of the Real Property Acquisition and Summary Memo Policy.
- ii. Mr. Patrick spoke on the Real Property Acquisition Policy, its purpose, and implementation.

A motion was made by Assemblyman McEneny and seconded by Mr. L. Stewart to go into Executive Session; unanimously adopted. At conclusion, a motion to adjourn the Executive Session was made by Mr. Leveille, seconded by Ms. Vennard; unanimously adopted.

Other Business

No other business was conducted.

Adjourn

A motion to adjourn was made by Mr. Pennisi; seconded by Mr. Rosenstein; unanimously adopted.

Next Meeting Date & Time:
Friday, May 18, 2007, 8:30 AM
112 State Street – Cahill Room