

**Geneva Industrial Development Agency  
City Hall, 47 Castle Street, Geneva, New York  
And via Zoom livestreamed to GIDA's YouTube Page  
September 20<sup>th</sup>, 2023 at 3:00pm**

**Meeting Minutes**

**In Attendance:**

Irene Rodriguez  
RJ Passalacqua  
Lowell Dewey

**Others present:**

Tracy Verrier, MRB Group  
David West, City of Geneva

**MEETING CALL TO ORDER**

Lowell Dewey called the meeting to order at 3:06 pm with a quorum present.

**NEW BUSINESS**

**Review Applications Received:**

Lowell noted they have already received five or six applicants who have expressed interest in joining the IDA board. Tracy explained that the seat will be vacant as of October 1<sup>st</sup>, so they should look to fill the seat in a timely manner, with an aim to decide on an applicant by the November board meeting.

David explained that the process is that the Nominating Committee will make a recommendation to the entirety of the IDA board, who then submits a nomination to the City Council, who then is responsible for appointing the member. Tracy confirmed that process as correct, noting that if the IDA board nominates someone at the November meeting, that person will not officially start until December.

Irene asked if there are any specific qualifications to be an IDA board member. Tracy explained that there is nothing specific, but that the Board has documented that it encourages diversity in personal and professional backgrounds and that it is good to have individuals with knowledge sets that will lend themselves to the topics discussed within the IDA. Tracy noted that Rick, the current seat holder, is a representative of small business interests, and he also has a background in real estate as a property owner and landlord. Tracy emphasized the importance of including different perspectives and cautions against duplicating experience.

Irene clarified that Board members do not have to be a Geneva resident, and Tracy added that while this is true, they should have some tie to and interest in the community.

Tracy explained that while City employees are allowed to be Board members, they should ensure that the professional position of the employee will not interfere or conflict with IDA business.

The Board discussed the candidates that had submitted applications via the City's website. Committee members indicated that none of them personally know any of the candidates. The Committee agreed they are interested in all of the candidates.

**Next Steps:**

Tracy will coordinate with David to set up interview calls with all applicants, which Committee members can attend should they choose to do so. She recommended establishing a uniform list of questions that will be asked to all applicants during the interviews.

Lowell noted that they should be careful not to put too much pressure on interviewees and explained his hesitancy to have two rounds of interviews with applicants. Tracy clarified that they will only have one interview with each applicant via Zoom or phone call, which Committee members can join.

Tracy and Lowell agreed that as they move through the process, they should rank their applicant choices in case one is no longer interested.

Once meetings are set up with applicants, Tracy will be in touch with Committee members.

**ADJOURNMENT**

- Motion to adjourn at 3:33pm by RJ Passalacqua, second by Irene Rodriquez. Motion carried unanimously.