

HUDSON RIVER PARK TRUST GOVERNANCE COMMITTEE
DISCUSSION
November 29th, 2011
Minutes

Agenda Items:

1. Consideration of Proposed Amendments to Employee Handbook respecting Leave Benefits
2. Consideration of Update to HRPT Procurement Guidelines respecting M/WBE requirements

Governance Committee Members Participating:

Lawrence Goldberg
Joseph Rose
Henry Stern

HRPT Staff Participating:

Madelyn Wils
Noreen Doyle
Daniel Kurtz
Laurie Silberfeld

Procurement Guidelines were discussed first. Laurie Silberfeld provided an overview of the update to the guidelines and the proposed changes, which appear on pages 6, 10 and 15-16 and are highlighted in yellow in the draft circulated to the Committee. Public Authorities Law requires periodic review of the guidelines. The Procurement Guidelines were last reviewed and updated in September 2010. The proposed update provides further clarification and instruction as to the procedures to be followed by staff respecting outreach and contracting with certified minority, women-owned and/or small businesses, including contracts within the \$200,000 statutory discretionary purchasing limits authorized in last year's amendments to the Executive and Public Authorities Laws.

Discussion ensued about the additional burden to staff in meeting the mandates of the recent law changes and what measures have been or could be taken to streamline the Trust's procurement processes to ease the burden. Staff spoke of moving to more centralized procurement going forward and creating more model documents for staff to follow. Additional training is also planned. Governance Committee directed staff to bring the proposed update to the full Board for approval.

Next, the Committee discussed the proposed changes to the Trust's Employee Handbook concerning leave benefits for new employees. Madelyn Wils explained the proposed changes as outlined in the Board memorandum. The intent is to create a longer ramp-up time to maximum benefits with the goal of increasing productivity and containing costs over time. Governance Committee directed staff to bring the proposed revisions to the full Board for approval.