



## JOINT GOVERNANCE and FINANCE COMMITTEES MEETING

March 3, 2025 at 11:00 AM

### MINUTES

#### Attendees

**Directors:** Michael Pastor, Christine Berthet, Purnima Kapur, Jeffrey LeFrancois, Idehen Aruede

**Staff:** Noreen Doyle, Kim Quinones, Christine Fazio, Robert Atterbury, Rob Rodriguez, Nicole Cuttino, Claudia McDade

[Because the Trust did not have an in-person quorum, the meeting proceeded for informational purposes. No actions occurred at the meeting; the final Employee Handbook needs to be approved by the full Board of Directors at an in-person meeting open to the public that is scheduled for March 27, 2025.]

President Doyle thanked the Directors for attending the Joint Governance and Finance Committees meeting and reminded the Directors that the meeting is for informational purposes and there are no action items for Committee review and approval. She introduced the only item on the agenda, the review of the proposed amendments to the Employee Handbook, a draft of which had been sent to the Committee members. She explained that the current version of the Handbook is based on a very substantive review several years ago by outside Employment counsel and that the Trust separately has a number of other documents that provide more details regarding staff procedures, including employee bulletins, SOPs, incident reporting forms, etc., and Trust staff also participate in a number of training sessions each year.

President Doyle explained that the more substantive change proposed for addition to the Handbook is for the Trust to opt into the New York State Paid Family Leave Act, which is optional for government entities. The Trust would pay an additional premium with its disability insurance carrier – estimated to cost about \$40,000 per year -- so that eligible Trust employees could seek up to 67 percent of their weekly pay, subject to a State cap, to care for instance for a sick family member, subject to approval by the disability insurance carrier. The Directors supported the addition.

A few Directors asked for clarification of other areas in the Handbook, such as use of Trust vehicles, and Trust staff agreed to add clarifications prior to the Handbook being shared with the full Board at the March 27, 2025 meeting. Because most of the changes in the proposed Employee Handbook are not substantive, the proposed Handbook will be placed on the consent agenda at that March meeting.

The public portion of the meeting ended at 11:15 am and the President and Directors moved into Executive Session to discuss personnel related matters. The Executive Session ended at noon. No actions occurred at the Meeting.