

**MINUTES OF THE MEETING
OF THE GOVERNANCE COMMITTEE
OF
PUBLIC REALM IMPROVEMENT FUND GOVERNING GROUP, INC.**
September 19, 2019

A meeting of the Governance Committee of the East Midtown Public Realm Improvement Fund Governing Group was held at 3:03 p.m. on September 19, 2019 via a conference call.

The meeting was chaired by Director Tuttle on behalf of Director Lago, Chairperson of the Governance Committee.

The following Directors and Alternate Directors were present:

- Bob Tuttle, Alternate Director for the Director of the Department of City Planning
- Lizette Chaparro, Alternate Director for the Office of the Manhattan Borough President
- Lizette Christoff, Alternate Director for the Director of the Office of Management and Budget
- Ali Davis, Alternate Director for Deputy Mayor of Housing and Economic Development

The Governance Committee meeting commenced, a quorum being present.

1. **Self-Evaluation Survey:** Director Tuttle explained that, pursuant to PAAA requirements, board members of public authorities must be provided the opportunity to complete a self-evaluation survey. He noted that the survey questions need to be approved by the Governance Committee. As a starting point, the ABO example survey was distributed prior to the meeting as the baseline from which to make modifications.

The Committee discussed the following edits to the ABO example survey:

Matter underlined is new, to be added; and
Matter ~~struck-out~~ is to be deleted.

- **Question 7:** Individual Board members communicate effectively with ~~executive~~ agency staff so as to be well informed on the status of all important issues.

Edit recognizes that staff from City agencies fulfill the staffing roles of the Governing Group.

- **Question 9:** ~~The Board meets to~~ Board members review and approve all documents and reports prior to public release and ~~is~~ are confident that the information being presented is accurate and complete.

Edit clarifies wording since Governing Group meetings at which documents are reviewed and approved before being publicly released, such as posted on the website, are open to the public.

- **Question 14:** ~~The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.~~

Edit recognizes that the Governing Group does not have a CEO or staff.

Director Davis stated that the self-evaluation survey would be input into an online tool and the link distributed to the board members. Director Tuttle explained that board members will vote on the FY19 Board Performance Evaluation report at the next meeting following the September 24th meeting.

There were no questions or comments. Upon a motion made and unanimously carried, the edits to the survey questions were adopted.

2. **Adjournment:** There being no further business to come before the meeting, the meeting of the Governance Committee was adjourned at 3:20 p.m.

COMMON ABBREVIATIONS

ABO | NYS Authorities Budget Office
BID | business improvement district
CPC | NYC City Planning Commission
DCP | NYC Department of City Planning
DDC | NYC Department of Design and Construction
DEP | NYC Department of Environmental Protection
DOB | NYC Department of Buildings
EMP | East Midtown Partnership BID
FDNY | Fire Department of the City of New York
GCP | Grand Central Partnership BID
LIRR | Long Island Rail Road
MNR | Metro-North Railroad
MTA | Metropolitan Transportation Authority
NYCEDC | NYC Economic Development Corporation
NYCT | New York City Transit
NYPD | NYC Police Department
OMB | NYC Office of Management and Budget
PAAA | Public Authorities Accountability Act