



KATHY HOCHUL
Governor

SHELTON J. HAYNES
President & CEO

BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR
Robert F. Mujica Jr., Director of BUDGET
Fay Christian
Conway S. Ekpo
David Kraut
Howard Polivy
Michael Shinozaki

**MINUTES OF THE SEPTEMBER 29, 2022 MEETING OF THE
ROOSEVELT ISLAND OPERATING CORPORATION BOARD OF DIRECTORS**

A meeting of the Board of Directors was held at the Cultural Center, 548 Main Street, Roosevelt Island, NY 10044 on September 29, 2022 at 5:30 p.m.

Directors Present:

| | |
|--------------------------|---|
| Alex Valella | Representing RuthAnne Visnauskas, RIOC Chair and Commissioner, the New York State Division of Housing and Community Renewal |
| Erica Levendosky | Representing Robert F. Mujica, Director, the State of New York Division of Budget |
| Fay Christian | Director |
| Conway Ekpo | Director |
| David Kraut ¹ | Director – <i>Attended via Videoconference Pursuant to Public Officers Law § 103-a</i> |
| Howard Polivy | Director |
| Michael Shinozaki | Director |

Officers and Staff Attending:

| | |
|----------------------|---|
| Shelton J. Haynes | President/Chief Executive Officer |
| Gretchen K. Robinson | Vice President/General Counsel |
| Kevin Brown | Director of Public Safety Department |
| Mary C. Cunneen | Acting Chief Operating Officer |
| Daeman DiStefano | Assistant CFO/Comptroller |
| Gerrald Ellis | Deputy General Counsel |
| Prince Shah | Director of Capital Planning and Projects |
| Lada V. Stasko | Associate General Counsel |

¹ Mr. Kraut attended the meeting remotely, but was not heard due to technical difficulties.

1 Ms. Gretchen Robinson, RIOC's Vice President/General Counsel and Chair Designee Valella
2 welcomed everyone to the first in-person meeting after the COVID emergency related executive
3 orders expired.
4

5 Mr. Valella noted that Director David Kraut will be participating remotely after the item #1
6 of the agenda is approved, which would allow videoconferencing for Board members under
7 exceptional circumstances, pursuant to the Open Meetings Law. Ms. Robinson also noted that RIOC
8 did not receive any requests for comments from the public.
9

10 Mr. Valella called the Board meeting to order at 5:35 p.m. The roll was called, and a quorum
11 found to be assembled and present. Mr. Valella welcomed Ms. Fay Christian to the Board of
12 Directors.
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15 * * *

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17 **APPROVAL OF MINUTES**
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19 The first item of business was the approval of the minutes of the June 23, 2022, meeting of
20 the RIOC Board of Directors. The proposed draft of the June 23, 2022 Board meeting minutes had
21 been previously distributed to all Board members for their consideration.
22

23 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella,
24 Ms. Levendosky, Ms. Christian, Mr. Ekpo, Mr. Polivy, and Mr. Shinozaki), the minutes of the June
25 23, 2022 Board meeting were APPROVED and ordered filed.
26

27 * * *

28
29 **NEW BUSINESS ITEM #1**
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31 The first item of new business was the Approval of Procedures for Board Members'
32 Videoconferencing Pursuant to Public Officers Law § 103-a.
33

34 Mr. Gerrald Ellis, RIOC's Deputy General Counsel, stated that the resolution and procedures
35 for Board Members' Videoconferencing Pursuant to Public Officers Law § 103-a were discussed in
36 detail at the June 23, 2022 Board of Directors meeting. He reminded the Board that the amended
37 Section 103 of the Open Meetings Law ("OML") permits Board members of public bodies to attend
38 meetings by videoconferencing under extraordinary circumstances; and that the language of the
39 resolution and the proposed procedures mirror the language recommended by the Committee on Open
40 Government ("COOG").
41

42 Mr. Ellis noted that on September 21, 2022, at 3pm, RIOC conducted the required public
43 hearing via videoconference. The notice of the public hearing and the proposed Written Procedures
44 for Board Members' Videoconferencing Pursuant to Public Officers Law § 103-a were conspicuously
45 posted on RIOC's website. Mr. Ellis noted that no comments were received from the public prior to
46 the hearing, and no members of public called in during the hearing.
47

1 Mr. Ellis then answered the questions from the Board Members and recommended this item
2 for Board’s approval.
3

4 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella,
5 Ms. Levendosky, Ms. Christian, Mr. Ekpo, Mr. Polivy, and Mr. Shinozaki), the following resolution
6 was ADOPTED:
7

8 **RESOLUTION**
9

10 APPROVAL OF PROCEDURES FOR BOARD MEMBERS’
11 VIDEOCONFERENCING PURSUANT TO PUBLIC OFFICERS LAW § 103-A
12

13
14 **WHEREAS**, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State
15 Legislature amended Section 103 of the Open Meetings Law; and
16

17 **WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the
18 Roosevelt Island Operating Corporation (“RIOC”) to authorize its members to attend meetings by
19 videoconferencing under extraordinary circumstances; and
20

21 **WHEREAS**, Section 103-a(2)(a) requires RIOC to adopt a resolution following a public
22 hearing authorizing the limited use of videoconferencing under such circumstances; and
23

24 **WHEREAS**, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum
25 number of members are present to fulfill the public body’s quorum requirement in the same physical
26 location or locations where the public can attend”; and
27

28 **WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such
29 meeting “unless such member is unable to be physically present at any such meeting location due to
30 extraordinary circumstances, “including disability, illness, caregiving responsibilities, or any other
31 significant or unexpected factor or event which precludes the member’s physical attendance at such
32 meeting”; and
33

34 **WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by
35 videoconference must, excerpt during executive session, be “heard, seen and identified, while the
36 meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any
37 other matter formally discussed or voted upon”; and
38

39 **WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by
40 videoconference be recorded, posted to the RIOC webpage within five business days, and transcribed
41 upon request; and

42 **WHEREAS**, Section 103-a(2)(h) requires that members of the public be permitted to attend
43 and participate, if authorized, in any meeting by videoconference when a member attends by
44 videoconference.
45

46 **BE IT RESOLVED**, that RIOC authorizes its members who experience an extraordinary
47 circumstance, as described above and further defined by any rules or written procedures later adopted,
48 to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at
49 one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified

1 while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under
2 Chapter 56 of the Laws of 2022; and be it further
3

4 **RESOLVED**, that RIOC shall create written procedures further governing its use of
5 videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.
6
7

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9 * * *

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11 **NEW BUSINESS ITEM #2**
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13 The second item of new business was the Presentation of the Proposed Budget for FY 2023-
14 24.
15

16 Mr. Daeman DiStefano, RIOC's Comptroller, stated that the proposed budget was discussed
17 in detail at the Audit Committee meeting, preceding this Board meeting. Mr. DiStefano presented
18 highlights of the proposed budget for FY 2023-24. He briefly discussed capital projects expenses,
19 revenues, personnel expenses and extraordinary expenses and explained the chief reasons for
20 variances in the budget.
21

22 Mr. DiStefano noted that the Proposed Budget FY 2023-24 projects capital improvements in
23 the amount of \$6,815,000, a decrease of \$1,000,000 over the Approved Budget FY 2022-23. He noted
24 that the proposed budget projects personnel expenses of \$12,515,808, an increase of 2.27% over the
25 Approved Budget FY 2022-23. According to Mr. DiStefano, the projected increase is mainly due to
26 the completion of a staffing reorganization that saw RIOC consolidate, upgrade, and enhance its
27 business model.
28

29 Director Polivy noted that the proposed budget was presented at the Audit Committee meeting
30 earlier today. Mr. Polivy explained the Budget approval process, noting that modifications are
31 anticipated before the final budget is presented to the Board in December.
32

33 President Shelton J. Haynes thanked the Finance Department and the Audit Committee for
34 thorough preparation and review of the proposed budget, respectively.
35

36 * * *
37

38 **NEW BUSINESS ITEM #3**
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40 The third item of new business was the Authorization to Enter into Contract with Cameron
41 Engineering & Associates for Design Services in Connection with the Roadway and Paved Surfaces
42 Rehabilitation Design Project.
43

44 Mr. Prince Shah, Director of Capital Planning and Projects, presented the item to the Board.
45 He explained the need for the Island roadways repairs and went through every aspect of the proposed
46 scope of design work, including but not limited to: surveying of roads, pathways, and all underground
47 utilities under the roadways on the island, conducting island-wide traffic study and analyzing all
48 modes of transportation. The contractor is expected to prepare a master plan layout for the island
49 roadways addressing current multi-modal issues relating to speeding, parking, accessibility, and
50 paved surfaces, as well as a fully constructable plan for areas between the Blackwell House traffic

1 circle and the pedestrian crossing at Food Town. According to Mr. Shah, the goal is to address the
2 core Main Street areas first and use the master plan layout to break out island-wide roadways work
3 into roadway construction projects.
4

5 Mr. Shah further discussed the RFP process. He stated that Cameron Engineering &
6 Associates received the highest score of the four bidders evaluated. Through their proposal and the
7 subsequent written interview questioning process, Cameron Engineering demonstrated the best
8 approach and understanding of the project, schedule assessment, and work plan to meet RIOC's
9 needs. Mr. Shah recommended that the Board of Directors authorize and approve a contract with
10 Cameron Engineering & Associates, for design services for the Roadway and Paved Surfaces
11 Rehabilitation Design Project for a total amount of \$934,064.00 with a 15% contingency of
12 \$140,109.60 bringing the total authorized not-to-exceed amount to \$1,074,173.60.
13

14 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella,
15 Ms. Levendosky, Ms. Christian, Mr. Ekpo, Mr. Polivy, and Mr. Shinozaki), the following resolution
16 was ADOPTED:
17

18 RESOLUTION

19 20 AUTHORIZATION TO ENTER INTO CONTRACT WITH CAMERON ENGINEERING & 21 ASSOCIATES FOR DESIGN SERVICES IN CONNECTION WITH THE ROADWAY AND 22 PAVED SURFACES REHABILITATION DESIGN PROJECT 23

24
25 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State
26 of New York ("RIOC"), as follows:
27

28 Section 1. that RIOC is hereby authorized to enter into contract with Cameron
29 Engineering & Associates for design services in connection with the Roadway
30 and Paved Surfaces Rehabilitation Design Project, upon such terms and
31 conditions substantially similar to those outlined in the Memorandum from
32 Prince Shah to Shelton J. Haynes/Board of Directors dated September 9, 2022,
33 attached hereto;
34

35 Section 2. that the President/Chief Executive Officer or President's designee is hereby
36 authorized to take such actions and execute such instruments as deemed
37 necessary to effectuate the foregoing; and
38

39 Section 3. that this resolution shall take effect immediately.
40

41 * * *

42 43 **NEW BUSINESS ITEM #4** 44

45 Mr. Valella noted that this item was removed from the agenda.
46

47 * * *

48 49 50 **PRESIDENT'S REPORT**

1
2 President Shelton J. Haynes announced that the corporate files have been removed from the
3 Cultural Center Renwick Room, where they were stored. He noted that the records will be indexed
4 and stored off site by the selected vendor. In response to Director Shinozaki's question, Mr. Haynes
5 noted that RIOC will ensure the room is in an appropriate condition after the move.
6

7 With respect to community events, Mr. Haynes noted that RIOC is planning the Fall for Arts
8 Festival in collaboration with RIVAA to be held on October 8, 2022 and invited everyone to
9 participate. He also noted that RIOC is organizing a Halloween celebration in South Point Park on
10 October 29, 2022. In addition, RIOC's Youth Center and RIVAA are getting ready for the Hispanic
11 Heritage Festival on October 15, 2022 to celebrate Hispanic Heritage Month.
12

13 Mr. Haynes further provided the Capital Planning and Projects updates. He discussed the work
14 to be done in connection with the Southtown Building 9 construction, which would include the dog
15 run relocation and the partial Firefighters Filed closure. Ms. Robinson added that with regards to the
16 initial dog run location - that area albeit contaminated does not pose a threat to health and public
17 safety and has been cordoned off for years. It is not accessible by the public, so there's no reason to
18 panic in that regard.
19

20 With regards to the Sportspark renovation, Mr. Haynes noted that the project is now
21 substantially complete. RIOC is going through the rigorous process of punch list items as well as a
22 slew of inspections, including from FDNY and DOB. RIOC initially expected to close the project
23 out early this fall, but pushed it back to the late fall and/or winter. Mr. Haynes also commended
24 Michelle Edwards who was working on this project. After seven years with RIOC, Ms. Edwards left
25 the agency to pursue another career and Mr. Haynes wished her the best of luck.
26

27 Mr. Haynes further provided the updates on the Steam Tunnel and the Blackwell Park
28 renovation projects. He stated that Blackwell Park area is going to be redesigned. RIOC is going to
29 have equipment, the basketball courts, a comfort station. RIOC is going to have some areas for the
30 public to comment to give insight and feedback of how to beautify that park.
31

32 Mr. Haynes then made some new positions and promotions announcements. He stated that an
33 internal candidate to fill Chief Operating Officer position was selected. The candidate Mary Cunneen
34 who is present at the meeting, is going through the process of appointments and approvals and
35 background checks. Ms. Cunneen will be going through the process of meeting the Board members
36 individually for Q&A. Mary Cunneen most recently served as Director of Organizational Efficiency
37 and Effectiveness where she would sit with each operational unit and evaluate their whole operation.
38 Ms. Cunneen has about 10 years in management experience, at least 12 years operational experience.
39 He congratulated Mary Cunneen with her new role as Acting Chief Operating Officer of the
40 Corporation.
41

42 Mr. Haynes also formally greeted Gerrald Ellis, RIOC's Deputy General Counsel, who joined
43 RIOC's Legal Department on June 28, 2022. Mr. Haynes noted that Mr. Ellis brings a wealth of
44 experience and that we are looking forward to him being an addition to our RIOC team. Mr. Haynes
45 also congratulated Lada Stasko who was promoted from Assistant General Counsel to Associate
46 General Counsel Position. Ms. Stasko has been with RIOC since 2008.
47

48 Mr. Haynes also noted that RIOC hired an Assistant Vice President of Communications,
49 Akeem Jamal. Mr. Jamal has a wealth of experience coming from Yonkers, which is a very unique
50 town, working very close with the Mayor of Yonkers, he has stepped right in and has been amazing

1 to work with. Mr. Jamal is a person who comes in with a unique perspective and giving RIOC a
2 different change in communication.
3

4 President Haynes also stated that Ana Medina who previously served as the Assistant Director
5 of the Youth Center, has now been promoted to Director of the Youth Center. He noted that those
6 who attended the Youth Center's end of summer celebration, or who have children that partake in the
7 Youth Center on the Island, can really give the feedback. Ms. Medina has really transformed that
8 program.
9

10 Mr. Haynes also shared that Prince Shah was promoted from Assistant Director to Director
11 of Capital Planning and Projects. Mr. Shah has been a change agent, relooking holistically and really
12 changing the whole capital projects program. He has a passion for RIOC and Roosevelt Island, where
13 he lived for a period of time.
14

15 Finally, Mr. Haynes thanked the staff and the Departments that were not mentioned but
16 deserved recognition whether it is Public Safety, or whether it is the Horticulture and Grounds, or the
17 Facilities team. He also expressed appreciation for the Board's support in everything that
18 management is doing.
19

20 In turn, Mr. Polivy thanked RIOC's team that had a lot of work to do especially as we unwind
21 from the pandemic lockdown. He noted that as we have more public meetings, we need to have the
22 ability to communicate in all different ways in order to get public turnout. He noted that the Board
23 is a little bit surprised that the public did not avail themselves for this meeting but expressed hope it
24 would change. Mr. Valella also shared this sentiment.
25

26 * * *

27
28 **COMMITTEE REPORTS**

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30 **AUDIT COMMITTEE**

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32 Mr. Polivy noted that the Audit Committee met on September 29, 2022 to discuss the
33 proposed budget for FY 2023-24, also presented at this Board meeting.
34

35 **GOVERNANCE COMMITTEE**

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37 The Governance Committee did not meet.
38

39 **OPERATIONS ADVISORY COMMITTEE**

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41 The Operations Advisory Committee did not meet.
42

43 **REAL ESTATE DEVELOPMENT ADVISORY COMMITTEE**

44
45 The Real Estate Development Advisory Committee did not meet.
46

47 **PUBLIC SAFETY REPORT**

48
49 Mr. Valella noted that the Public Safety Report was included in the Board package.
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1 * * *

2
3 Chair's Designee Mr. Valella stated that the Board would like to adjourn into the executive
4 session to discuss the medical, financial, credit or employment history of a particular person or
5 corporation, or matters leading to the appointment, employment, promotion, demotion, discipline,
6 suspension, dismissal or removal of a particular person or corporation.
7

8 Upon a motion duly made, seconded, and carried by a unanimous vote in favor (Mr. Valella,
9 Ms. Levendosky, Ms. Christian, Mr. Ekpo, Mr. Polivy, and Mr. Shinozaki), the open meeting was
10 adjourned for the Directors to go into executive session at 6:32 p.m.
11

12 Upon the return of the Directors from executive session at 7:10 p.m., Ms. Robinson noted that
13 no votes were taken during the executive session. She stated for the record that Mr. Polivy has stepped
14 away, but that we still have quorum.
15

16 * * *

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18 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella,
19 Ms. Levendosky, Ms. Christian, Mr. Ekpo, and Mr. Shinozaki), the meeting was adjourned at 7:11
20 p.m.
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Gretchen K. Robinson, Secretary
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