

**Minutes of a Board Meeting Held on  
July 22, 2016 at 9:00 AM City Hall  
New York, New York 10007**

**1. Meeting Called to Order; Quorum Noted**

The meeting was called to order at approximately 9:00a.m. The Secretary read the roll and noted a quorum was present consisting of Minerva Tantoco, Chairperson, Lisa Flores, Anne Roest and Kristine Ryan (as designee of Dean Fuleihan).

**2. Approval of Minutes From Meeting on April 19, 2016**

Upon motion duly made and seconded, the Minutes of the April 19, 2016 meeting of the Board were unanimously adopted as follows:

RESOLVED, that the Board of Directors hereby approves the minutes of the Board of Directors meeting held on April 19, 2016, a copy of which is annexed hereto.

**3. Appointment and Compensation of Officers**

The next item on the agenda was composed of several resolutions relating to the appointment and compensation of TDC officers. Ms. Tantoco recommended that the Board convene an executive session to discuss these matters. Upon motion duly made and seconded, the Board then went into executive session at 9:03 a.m.

At approximately 9:10 a.m., the Board reconvened in open session. Upon motions duly made and seconded, the Board then adopted the following resolutions unanimously, by a vote of 4-0:

**4. Appointment and Compensation of Acting President**

WHEREAS, section 7.01 of the By-Laws of the Corporation authorizes this Board to elect such Officers as it may deem appropriate; and WHEREAS, with the departure of Mark Topping, who served as Acting President of the Corporation, the best interests of the Corporation will be served by the appointment of an Acting President who can carry out the functions and responsibilities of the Office of President until such time as a President is appointed; and

WHEREAS, Marge Ginsburg has served in leadership roles in the Corporation since May 2015 as Program Manager and since April 2016 as Vice President, has held leadership roles in a variety of contexts in both small and large-scale enterprises, and is thus well qualified to assume the role of Acting President; now be it

RESOLVED, that Marge Ginsburg is elected as Acting President of the Corporation at no additional compensation, and is authorized to perform all the functions and duties of the President, to serve in accordance with the By-Laws until a permanent President is elected or until her successor is chosen or until her earlier resignation or removal, at no additional compensation.

**5. Appointment and Compensation of Treasurer**

WHEREAS, Section 7.01 of the By-Laws of the Corporation authorizes this Board to elect such officers as it deems appropriate; and

WHEREAS, with the departure of Mark Topping, who served as Treasurer of the Corporation, the best interests of the Corporation will be served by the appointment of a Treasurer who can carry out the functions and responsibilities of the Office of Treasurer; and

WHEREAS, Brendan Hancock is an experienced professional with wide experience implementing interfaces with financial management systems; has worked on critical projects at the Corporation since 2014; has recently been serving as Operations Manager of the Corporation; and is thus well qualified to serve in the position of Treasurer; now, therefore, be it

RESOLVED, that Brendan Hancock is elected as Treasurer of the Corporation and is authorized to perform all the functions and duties of the Treasurer at an additional salary of \$5,000, such that his total TDC salary shall be set at \$138,573.00, to serve, in accordance with the By-Laws until a different Treasurer is elected or until his earlier death, resignation or removal.

**6. Appointment and Compensation of Officers**

WHEREAS, Section 7.02 of the By-Laws of the Corporation provides for the annual appointment of officers; and

WHEREAS, the below named individuals are experienced professionals who can provide valuable service to the Corporation and are highly qualified to serve in the respective offices to which they are now being named; now be it therefore

RESOLVED, that the following individuals are elected to the respective offices indicated below, to serve, at the specified annual salary, in accordance with the By-Laws, until their successor shall be elected or until their earlier death, resignation or removal.

<u>Name</u>	<u>Office</u>	<u>Annual Salary</u>
Marge Ginsburg	Acting-President	\$201,288.00
Ruth Markovitz	Secretary	\$0.00
Brendan Hancock	Treasurer	\$138,573.00
Robert Balducci	Deputy Treasurer	\$0.00

## **7. Operational Update and President's Report**

The next item on the Agenda was the Operational Update and President's Report. Before the Update and Report was presented, Lisa Flores asked for a Governance Committee meeting to discuss future plans for TDC. Chairperson Tantoco noted the request.

The Operational Update and Report were presented by the new Acting President, Marge Ginsburg. Ms. Ginsburg presented the Engagement Portfolio report as of June 24, 2016, and explained that that TDC continues to be involved in the Pre-K for All Program in a program manager capacity and in the MOCS APT 2.0 project in a planning capacity, and that the Corporation has added senior management services for the Department of Finance Property Tax System modernization and the MOCS Labor Compliance Management projects as well as supporting the Mayor's Office Immigrant Affairs ActionHealthNYC program. She also informed the Board that in the Fiscal Year ending June 30, 2016, TDC provided assistance to 15 projects, six of which involved senior project management services. Two of those six engagements have budgets of over \$25 million, one has a budget of \$5 million-\$25 million, and two were for projects with budgets under \$5 million. The budget for one has not yet been determined. If performed by for-profit vendors, this work, she stated, would have cost the City \$2-\$5 million more. The average satisfaction rating received by TDC was 4.5 out of 5. She reported as well that TDC's contract with the City has been renewed for Fiscal Year 2017.

Ms. Ginsburg then introduced TDC staff responsible for the major projects listed above.

Robin Bochner, who has led the Pre-K for All (PKA), explained that TDC provides program management for the technical streams that support outreach, enrollment, vendor-site management and readiness and metrics and reporting. She reported that, for this school year, the PKA team has implanted, or will implement, the following systems improvements: an earlier application period, more detailed program information through the Pre-K Finder web application,

improvement of the quality of outreach data, a mobile-friendly reporting platform, and the ability for NYC Early Education Centers to self-manage site, staff and class information. Current efforts, she stated, are focused on long-term ownership and transition, mostly to the Early Childhood team.

John Boeck, who has been serving as TDC's engagement lead at the Mayor's Office of Contract Services for the APT (Automated Procurement Tracking) 2.0 project, explained that the goals of the project fall into five categories: to address the technical and functional challenge of APT; to systematically and consistently enforce NYC procurement rules and policy goals; to improve efficiency in the procurement process; to increase visibility in the process, and to improve service to and between the agencies, oversights and vendors. The procurement for the necessary software and services is awaiting Comptroller registration, and the vendor has begun work, alongside a City implementation team composed of MOCs and DoITT resources. Mr. Boeck informed the Board that TDC closed out the engagement on June 30, and is now in discussion regarding the possible need for a follow-on engagement.

Marge Ginsburg, who is the engagement lead on the project to modernize the Department of Finance (DOF) Property Tax System (PTS), reported that the project involves collaboration between TDC, DOF, DoITT and the many agencies and external entities that either provide or extract data from the DOF systems. She told the Board that DOF has engaged the Gartner firm to provide overall risk management support. Lisa Flores asked whether there was overlap between the services provided by Gartner and those provided by TDC. Ms. Ginsburg replied that there was no overlap, since they perform different functions: Gartner identifies and manages risks, while TDC provides services to manage the overall integrated schedule, helping to mitigate the risks.

Holly Coleman then reported on the MOCS Labor Compliance Management (LCM) effort, the goal of which is to implement an automated solution for the collection and review of payroll reports, currently collected and reviewed in a paper format. The project will provide contractors with a consistent, cross agency experience when submitting certified payroll reports, help the City to elevate and centralize investigations, and support the City's ability to collect and report on Federal, State and City compliance requirements. A business case was completed in June. TDC has been involved in general project management activities as well as procurement activities.

Lisa Flores asked how many of the TDC staff were engaged in ongoing projects. Brendan Hancock replied that TDC has a current staff of 18, and the utilization rate is 104%.

Chairperson Tantoco expressed thanks to Mark Topping, who is leaving TDC, for his work both to the Corporation and the people of the City.

**8. Adjournment**

The Chair adjourned the meeting at approximately 9:30 a.m.

Respectfully Submitted,

  
Secretary