



NYC Technology Development Corporation

Minutes of Governance Committee Meeting Held on February 26, 2015 at 1:00 PM at 15 MetroTech Center, 19th floor Brooklyn, New York 11201

1. Meeting Called to Order; Quorum Noted

The meeting was called to order at approximately 1:10 p.m. A quorum was present consisting of Anne Roest, Committee Chair, Minerva Tantoco, and Anne Roest.

2. Minutes From Meeting of September 10, 2014

The minutes from the meeting of September 10, 2014 were unanimously approved.

3. Report from TDC Senior Staff

Committee Chairperson Roest noted that the rest of the agenda would be devoted to a discussion of three matters, listed as items 3, 4, and 5 on the Committee meeting agenda, that were raised at the last Board meeting and which were deemed appropriate for Governance Committee input. She then turned the meeting over to Acting President Eileen Cleary and TDC staff.

The first of the three matters addressed was how TDC would measure savings for purposes of the Annual Performance Measurements. Director of Support Services Mark Topping presented samples of reporting that measured annual TDC fully-loaded employee costs compared to costs for consultants for the same number of hours. It was noted that this was the method used in the Annual Report for the previous fiscal year. Ms. Flores requested that the calculations be done using the current PMQA rates under the City master contract. Ms. Flores then asked about the process by which TDC had previously procured Gartner's services and how procurements are done in general at TDC, and the General Counsel, Elissa Stein Cushman, explained the process. Mr. Topping then showed an example of an additional method that TDC would use to measure savings, which compared the actual cost of having TDC staff on a particular engagement to the cost that would have been incurred for the same services provided by a consultant. Ms. Flores noted that such a comparison might need more thought because consultants stay on a project the whole time, while TDC staff may be brought on for particular services. There was also a request to align the job titles between the "TDC Savings" slide and the "Sample Comparison for a Typical Engagement" slide.

The second of the matters addressed was how TDC will measure effectiveness for purposes of the newly adopted Annual Performance Measurements. Mr. Topping said that effectiveness would be based on: (i) oversight, which included ensuring healthy support for critical success factors; (ii) transparency, which included providing expert information to project governance; and (iii) risk management, which included anticipating and managing risks before they become issues. He noted that these roles would be captured on the new reporting dashboard.

Acting President Cleary then presented a new sample reporting dashboard, which was the final substantive matter on the agenda and was also included in the meeting packet. She noted that this dashboard would allow TDC to show project health and progress through trends in project risks and critical success factors achieved. All three members present agreed that the sample reporting dashboard was clearer than the previous dashboards used to report project status. Ms. Roest asked whether every TDC engagement would be reported, and Mr. Topping noted that assessments would not be included.

Ms. Flores then asked whether budget, scope and schedule reporting were based on rebaselined dates, and Mr. Topping indicated that reporting was based on the latest rebaseline. Mr. Roest and Ms. Flores requested that rebaselining be noted in some way going forward.

There was some discussion of the fact that budget would not be detailed on the dashboard because TDC does not control the budget or the information. Ms. Cleary noted that a capital budget number was included on the dashboard just for the purposes of scale. Ms. Flores suggested that TDC or the City should come up with a structure for meaningful budget and cost measurement, as opposed to just capital budget. She noted that it might be more appropriate for the Technology Steering Committee than for TDC.

4. Adjournment

The meeting adjourned at approximately 1:55 p.m.

Respectfully submitted,



Elissa Stein Cushman
Secretary