



**NYC Technology Development Corporation**

**Minutes of Governance Committee Meeting Held on  
September 16, 2013 at 3:00 PM  
at  
255 Greenwich Street, 9<sup>th</sup> Floor**

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

The meeting was called to order at approximately 3:00 p.m. A quorum was present consisting of Ari Hoffnung, Caswell F. Holloway, Chairperson, and Rahul N. Merchant.

**2. Governance Update/Project Dashboards Format**

Mr. Holloway stated that the first item on the agenda was the Governance Update and Project Dashboards that summarize TDC's current engagements and the cost avoidance and savings achieved as a result of TDC's efforts. He noted that the Committee was reviewing the general reporting approach taken in this document and that the project details would be presented at the ensuing full Board meeting. He then asked Mr. Merchant to give an overview of the information contained in the project dashboards. Mr. Merchant reviewed the TDC dashboards' approach to reporting overall project health, budgetary information, and scope and schedule status. He observed that the TDC's monthly reporting of overall project health was based on its stringent professional standards regarding acceptable variances between baseline and current budgets and original deadlines and current forecasted completion dates.

Mr. Hoffnung commented that the dashboards were helpful and provided effective transparency into the TDC's projects. He suggested that ultimately that they should be made a "best practice" model for all major City IT projects.

**3. Performance Measurements.**

Mr. Holloway stated that the next item on the agenda was a resolution to recommend that the Board adopt proposed performance measurements. He noted that the Public Authorities Law requires the Board to adopt a list of measurements by which the performance of the authority and the achievement of its goals can be realized and that the staff had developed a list designed to serve this purpose. He noted that the fourth listed proposed performance measurement referenced a sample dashboard that would be used to measure the effectiveness of TDC project management.

Mr. Merchant recommended that the sample dashboard be revised to change the headings of the first two columns to “Baseline Budget” and “Current Budget”. “Baseline Budget” denotes the budget that was established at the time that the TDC team took over their project management responsibilities. Mr. Merchant further proposed that two additional columns be included to divide the total amount encumbered into the amount encumbered for professional services and amount encumbered for hardware and software.

Mr. Holloway proposed that the Board also direct the staff to develop definitional guidelines for the “green”, “yellow” and “red” color coding for overall project health to appear on each dashboard.

Upon motion duly made and seconded, the Committee then adopted the following resolution to recommend approval the list of proposed performance measurements, with Mr. Merchant’s proposed amendments to the sample dashboard:

WHEREAS, section 2824-a of the Public Authorities Law requires all state and local authorities to adopt a list of measurements of performance by which performance of the authority and the achievements of its goals may be measured; and

WHEREAS, the Governance Committee has reviewed a list of such proposed measurements and believes them to be reasonable and appropriate tools for evaluating the Corporation’s performance and degree of achievement of its goals; it is therefore

RESOLVED, that the Governance Committee recommends that the Board approve the proposed list of Performance Measurements, as amended, a copy of which is annexed hereto..

#### **4. Review of Compensation and Benefits**

Mr. Holloway stated that the next item on the agenda was the annual review of compensation and benefits for the officers who are employed full-time by the Corporation and the total compensation that the Corporation reimburses to City agencies for legal and financial support services provided to TDC by City employees. No action was required on this report and there were no comments.

#### **5. Board Self-Evaluation**

Mr. Holloway stated that the Public Authorities Law requires each authority board to perform an annual self-evaluation and that it is the responsibility of the Governance Committee to lead the self-evaluation process and compile the report. Mr. Holloway proposed that the proposed self-evaluation form prepared by the staff be amended to add an “Additional Comments” section at the end. The Committee approved the amended self-evaluation form and authorized the Chair to distribute it to the members by the following resolution:

WHEREAS, the Board is required by section 2800(2)(a)(15) of the Public Authorities Law to do an annual self-evaluation; and

WHEREAS, it is the responsibility of the Governance Committee pursuant to section 2824(7) of the Public Authorities Law to cause the Board to perform such self-evaluation; and

WHEREAS, the Committee has reviewed the attached amended proposed form and deems it to be reasonable and appropriate for conducting a Board self-evaluation for the Board's first fiscal year; it is therefore

RESOLVED, that the Governance Committee approves the attached form, as amended, and authorizes the Chair of the Committee to distribute this form to Board members for the purpose of performing the Board's self-evaluation for Fiscal Year 2013.

**6. Adjournment**

Chairperson Holloway adjourned the meeting at approximately 3:25 p.m.

Respectfully submitted,



Elissa Stein Cushman  
Secretary

