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Agenda Item V, 1. September 5, 2019

PROPOSED RESOLUTION

APPOINTMENT OF GRETCHEN K. ROBINSON TO THE POSITION OF SECRETARY AND VICE PRESIDENT FOR LEGAL AFFAIRS OF THE CORPORATION

WHEREAS, the Roosevelt Island Operating Corporation (the "Corporation") is a public benefit corporation empowered by Title 16, Chapter 26 of the New York Unconsolidated Laws to carry out the operation, maintenance, and development of Roosevelt Island; and

WHEREAS, Gretchen K. Robinson is the candidate for the position of General Counsel and Director of Legal Affairs for the Corporation and is qualified to serve as a Secretary and Vice President of the Corporation; and

WHEREAS, the President/Chief Executive Officer proposes the appointment of Gretchen K. Robinson to the position of Secretary, and Vice President for Legal Affairs of the Corporation; and

WHEREAS, Article IV, Section 1, of the Corporation's By-Laws provides that the Board of Directors shall determine the officers of the Corporation, including the Vice President, the Secretary, and such other officers as may be determined by the Board; and

WHEREAS, the Board of Directors has reviewed and found satisfactory the qualifications and experience of Gretchen K. Robinson;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE CORPORATION, AS FOLLOWS:

- Section 1. that Gretchen K. Robinson is elected Secretary and Vice President for Legal Affairs of the Corporation at an annual salary of not more than \$147,500 for the Fiscal Year ending March 31, 2020 and thereafter not more than that which is approved by the Board of Directors;
- Section 2. that the President/Chief Executive Officer is authorized to take such actions and/or execute such instruments as she deems necessary to effectuate the foregoing;
- Section 3. that this resolution shall take effect immediately.

GRETCHEN KATHLEEN ROBINSON, ESQ.

EXPERIENCE

Empire State Development. New York, New York.

Jun. 2018 - Present

Senior Counsel, Division of Minority and Women's Business Development

- Serve as counsel to the Division of Minority and Women's Business Development and all things that pertain the administration and execution of the MWBE Program for the State of New York.
- Advise the Program's Director and MWBE Team of legal matters that affect daily operations of the MWBE Program, including proposed legislation and other matters of policy.
- Represent the Division of Minority and Women's Business Development on administrative appeal matters concerning applications to the Program that have been denied certification and conduct administrative hearings of the same.
- Train administrative law judges on matters concerning the administrative appeal process pursuant to Article 15-A.
- Advise New York State agencies and other entities on the administration of MWBE matters as it pertains to procurement of New York State contracts.
- Assess and review all applications recommended for denial of certification for legal sufficiency and compliance under Article 15-A.

Roosevelt Island Operating Corporation. New York, New York.

Jan. 2015-Jun. 2018

Compliance & Internal Controls Officer

- Conducted internal audits of corporation and assist in filing financial reports to ensure that the corporation is compliant with regulatory rules and laws.
- Conducted contract review to ensure corporation is in compliance with required policy initiatives from the Governor's Office and other regulatory authorities.
- Trained staff on new regulatory requirements and conduct ethics training on code of conduct and other related actions.

Civilian Complaint Review Board. New York, New York.

Nov. 2012-Jan. 2015

Executive Agency Counsel

- Prosecuted members of the New York Police Department in complaints regarding excessive force, abuse of authority, discourtesy, and offensive language in an administrative forum.
- Researched and drafted pleadings and legal memoranda for CCRB Board, internal-unit, and trial commissioner review, regarding various legal issues including legal sufficiency, prosecutorial obligation, agency liability and compliance, in preparation for administrative proceedings, trials and decisions.
- Digested, briefed, summarized, edited, and maintained CCRB administrative trial commissioner decisions in anticipation of implementing an internal database to serve as a resource to the Administrative Prosecutor Unit in reviewing past precedent for penalties and sentencing.

Queens District Attorney's Office. Queens, New York.

Apr. 2004-Nov. 2012

Assistant District Attorney

Appeals Bureau

Jan. 2010-Nov. 2012

- Researched and drafted legal motions, memoranda, letters, and briefs on a variety of Constitutional issues, including ineffective assistance of counsel claims, legal sufficiency and weight of

GRETCHEN KATHLEEN ROBINSON, ESQ.

the evidence claims, substantial justice claims, reversible error claims, improper jury instruction claims, prosecutorial misconduct claims, advised trial assistants of possible appellate issues, and responded to Freedom of Information Law and exhibit requests.

- Argued and defended felony and misdemeanor trial convictions before the Appellate Division, Second Judicial Department.

Felony Trial Bureau Jun. 2005-Jan. 2010

- Prosecuted and tried violent criminals for crimes including violent class B felonies such as Attempted Murder, Robbery, Assault, and Burglary. Managed and maintained an average case load of approximately 100 felony cases pending in the Supreme Court of New York, at any given time.
- Appeared in court daily for calendar calls, and conducted arraignments of defendants, hearings, sentence hearings, along with approximately 50 to 75 presentations before the Grand Jury.
- Interviewed witnesses in preparation for evidentiary hearings, Grand Jury proceedings, bail applications, and trials.
- Conducted investigations to enhance evidence at trial and/or negotiate plea dispositions.
- Researched case-specific legal issues in preparation for trial and in preparation for legal arguments.
- Negotiated plea offers and plea agreements with the defense bar.

Misdemeanor Trial Bureau

Apr. 2004 - Jun. 2005

- Prosecuted misdemeanor crimes such as Driving While Intoxicated, Assault, Criminal Mischief, Petit Larceny, Criminal Trespass, Forcible Touching, and Weapon Possession, among other crimes.
- Managed and maintained an average case load of about 100-120 misdemeanor case files, which included investigating complaints, interviewing witnesses, that resulted in negotiated plea dispositions or trial.

Superior Court of the District of Columbia. Washington, D.C.

2001-2002; 2003

Law Clerk to the Honorable Rhonda Reid Winston

 Conducted legal research and writing, drafted proposed orders and decisions for cases pending on the judge's civil and criminal calendars, and assisted in daily court duties and other needs relating to the judge's schedule.

W.C.L. Community & Economic Dev. Law Clinic. Washington, D.C. Student Attorney

2000-2001

- Represented community resident associations under instructor supervision, in forming and obtaining taxexempt status for community housing development association. Representation included appropriate filings as to the formation and incorporation of the client entity, gaining federal tax exemption as a 501(c)(3) organization, and other related research pertaining to corporations, employment tax law, and other legal matters specific to the client needs.

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NOTEWORTHY POSITIONS

Editorial Board Member, Note & Comment. Journal of Gender Social Policy and the Law.

Fall/Spring 2000-2001

Junior Staff Member. 1999-2000

EDUCATION

American University Washington College of Law. Washington, D.C., J.D. Admitted in New York State.

University of Virginia. Charlottesville, VA., BA. (Double Major: French and Anthropology).

SPECIAL AWARDS & SKILLS

Certificate of Completion. COSO Internal Control Certificate; 21 CPE Credits – Auditing. Oct. 2017.

Certificate of Completion. Basic Mediation Training/Alternative Dispute Resolution; Columbia School of Law. Spring 2014.

Appreciation of Excellence Certificate. Journal of Gender Social Policy and the Law. 2001.

Phi Sigma Iota, National French Honor Society. Inducted Fall 1995.

Leadership Award. Office of African American Affairs. University of Virginia. 1995.