MINUTES OF THE MAY 19, 2022 MEETING OF THE
ROOSEVELT ISLAND OPERATING CORPORATION BOARD OF DIRECTORS

A meeting of the Board of Directors was held via videoconference on May 19, 2022 at 5:30 p.m.

Directors Present:
Alex Valella1 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
David Kraut Director
Howard Polivy Director
Michael Shinozaki Director

Directors Absent:
Conway Ekpo Director

Officers and Staff Attending:
Shelton J. Haynes President/Chief Executive Officer
Gretchen K. Robinson Vice President/General Counsel
John O’Reilly Vice President/Chief Financial Officer
Kevin Brown Director of Public Safety Department
Mary Cunneen Director of Organizational Effectiveness and Special Projects
Daeman DiStefano Assistant CFO/Comptroller
Prince Shah Assistant Director of Capital Planning and Projects
Lada V. Stasko Assistant General Counsel

1 Mr. Valella left the meeting after the executive session.
Ms. Gretchen Robinson, RIOC’s General Counsel, noted that today’s public comments will be read after conclusion of the Board meeting new business items.

Chair’s Designee Mr. Alex Valella called the Board meeting to order at 5:35 p.m. The roll was called, and a quorum found to be assembled and present.

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APPROVAL OF MINUTES

The first item of business was the approval of the minutes of the March 24, 2022 and April 14, 2022 meetings of the RIOC Board of Directors. The proposed drafts of the March 24, 2022 and April 14, 2022 Board meeting minutes had been previously distributed to all Board members for their consideration.

Upon a motion duly made, seconded and carried by unanimous votes in favor (Mr. Valella, Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the minutes of the March 24, 2022 and April 14, 2022 Board meetings were APPROVED and ordered filed.

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NEW BUSINESS ITEM #1

The first item of new business was the authorization to enter into contract with MKW + Associates, LLC for design services in connection with the Blackwell Park Phase II Project.

Mr. Prince Shah, Director of Capital Planning and Projects, provided the brief history of the Blackwell Park project. He noted that the park does not have enough playground space allocated for public use. He also stated that the Phase I of the project addressed certain safety issues and included beautifying of the plaza and the fountain work. The proposed Phase II covers everything that is on the east of the Blackwell House. The scope of work area includes a top lot, two basketball courts, as well as a young children’s playground. The Phase II is intended to expand upon the programmatic design. Mr. Shah also demonstrated the graphic plan for the Phase II.

Mr. Shah discussed the procurement process for this project. He noted that RIOC received six bids in response to the RFP. Out of these six bids, MKW + Associates, LLC (“MKW+”), received the highest evaluation score of 94.14 points, with the proposal cost of $627,961.22. Mr. Shah highlighted their 55 years of experience in designing public spaces. MKW+ has designed many parks in New York and New Jersey. As part of their research for the proposal, the firm visited the Island multiple times to really understand the intended use, the age group, etc. Mr. Shah recommended the contract with MKW + Associates, LLC for design services in connection with the Blackwell Park Phase II Project for Board approval.

Mr. Shah then responded to questions from Mr. Shinozaki and Mr. Valella regarding the selection criteria and process for this project. Mr. Valella emphasized the importance of the financial analysis in state procurement. Ms. Robinson stated that RIOC conducted an analysis that was used specifically based on the criteria for this RFP; therefore, RIOC is not formulating any opinions as to other bidder’s viability as a corporation or a company.
Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella, Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the following resolution was ADOPTED:

RESOLUTION

AUTHORIZATION TO ENTER INTO CONTRACT
WITH MKW + ASSOCIATES, LLC FOR DESIGN SERVICES
IN CONNECTION WITH THE BLACKWELL PARK PHASE II PROJECT

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State of New York (“RIOC”), as follows:

Section 1. that RIOC is hereby authorized to enter into contract with MKW + Associates, LLC for design services in connection with the Blackwell Park Phase II Project, upon such terms and conditions substantially similar to those outlined in the Memorandum from Prince Shah to Shelton J. Haynes/Board of Directors dated May 12, 2022, attached hereto;

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

Section 3. that this resolution shall take effect immediately.

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NEW BUSINESS ITEM #2

The second item of new business was authorization to enter into contract with GRM Information Management Services Inc. (“GRM”) for records storage and digital management.

Ms. Mary Cunneen, Director of Organizational Effectiveness and Special Projects, explained the need for RIOC’s records off-site storage and digital management. Mr. Cunneen noted that RIOC’s records management program ensures the proper handling of records throughout their life cycle, from creation into final disposition. In 2019, the New York State Archives came to Roosevelt Island to remove a certain number of files that were of historical significance and relocated them to Albany; however, RIOC was left with the remainder of the files. Up until this time, RIOC was able to store those files on site, which is no longer feasible. RIOC was seeking a company to help with the management of those files, meaning – the physical documents from a very secure perspective, but also from a digital standpoint as well.

Ms. Cunneen then explained the procurement process. In response to the RFP, four bids were received; however, two bids were disqualified for failing to provide the RFP required documents by the established deadline. GRM received a higher cumulative score of 93.950; and their initial bulk file scan and storage cost is $82,900.00. The annual fee for services after the initial bulk conversion will be $9,481.00. Ms. Cunneen noted that GRM possesses over 30 years of experience and is a leading provider of physical and digital file storage services to government organizations. The firm
is well versed in handling confidential materials and preserving them within the New York State
card retention guidelines. The digital files will provide optical character recognition (OCR) text
conversion allowing RIOC to easily search and access materials. Ms. Cunneen recommended the
three-year contract with GRM for files storage and digital management for Board approval.

Ms. Cunneen also answered the questions from Directors Shinozaki and Kraut regarding the
review of the corporation’s records and indexing of the documents by the company. Ms. Cunneen
noted that prior RIOC’s contract for digital documents was with Doculex.

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

RESOLUTION

AUTHORIZATION TO ENTER INTO CONTRACT
WITH GRM INFORMATION MANAGEMENT SERVICES INC.
FOR RECORDS STORAGE AND DIGITAL MANAGEMENT

RESOLVED by the Board of Directors of the Roosevelt Island Operating Corporation of the State
of New York (“RIOC”), as follows:

Section 1. that RIOC is hereby authorized to enter into contract with GRM Information
Management Services Inc. for records storage and digital management, upon
such terms and conditions substantially similar to those outlined in the
Memorandum from Mary Cunneen to RIOC Board of Directors/Shelton J.
Haynes dated May 11, 2022, attached hereto;

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

Section 3. that this resolution shall take effect immediately.

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

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

Upon the return of the Directors from executive session at 6:43 p.m., Ms. Robinson noted that
no votes were taken during the executive session. Ms. Robinson also noted that Mr. Valella had to
leave the meeting, but the Board still has a quorum.
Ms. Robinson stated that she would proceed with reading of the public comments received by the deadline the day before the Board meeting. Mr. Kraut noted that public comments are not part of the Board meeting and should not be on record. Upon the reading of the public comments, the Board meeting resumed.

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PRESIDENT’S REPORT

Mr. Shelton Haynes presented the President’s report. He first addressed the issue of speed cushions. He noted that there were some traffic issues over the past year or so, so RIOC’s PSD installed speed cushions at strategic locations.

Mr. Haynes noted that this is the first time the Public Purpose Funds were successfully distributed by the New York Community Trust (“NYCT”). Mr. Haynes thanked RIRA for their long and dedicated service to not only the process, but also serving the Roosevelt Island community and for the many years of administering and helping RIOC with that program and transition to NYCT. He also announced that along with RIOC, NYCT is running a leadership Cohort event on May 27, 2022.

Mr. Haynes announced that this upcoming weekend, RIOC has the memorial for our PSD officers - Corey Fischer who served 28 years-and Detective Wayne Jones, who served for 20 years on Roosevelt Island respectively. They fell victim to COVID-19 and RIOC would like to honor their lives and celebrate them this coming Sunday on Jack McManus Field. Mr. Haynes welcomed all to attend the memorial.

As for Island events, Mr. Haynes noted that we had a very successful Earth Love Day. He thanked the staff that volunteered their time and all the community groups that came together for this event. He stated that the upcoming event - Roosevelt Island Day - is scheduled on June 11, 2022. He noted that we will have the Fourth of July event this year, and that we have started that coordination and logistics planning for the last few weeks. We also have the movie series that relocated further south, from June 24th through August 19th.

Mr. Haynes also thanked Anna Medina, Assistant Director of the Youth Center Program, who has done an amazing job with helping build the program. For this summer, we have a camp program from July 11th through August 26th. Some of the activities are noted on RIOC’s website and include photography, gardening, basketball, outdoor sports, dance step, yoga and chess, and so forth. Mr. Haynes invited parents to register their kids for the Youth Center programs.

Mr. Haynes further addressed the dog run issue on the Island. RIOC has explored a variety of approaches. Mr. Haynes noted that he has been in contact with RIRA closely and has spoken to many community members addressing a growing number of concerns. There are very different points of view from dog owners and the increased number of dogs, and unleashed dogs, on the Island. And then the areas that we had designated both on the North and the South. So we have temporary solutions. On the Northern end, we are going to regrade the dog run and have a temporary fix for that. We have a longer-term plan to build that dog run, and when we upgrade Blackwell Park, as a
temporary solution, we hope to have in the next three to four weeks – to have that northern area upgraded to make sure that it is more habitable and enjoyable to the dog owners to use. On the Southern end, we have a temporary area that is indicated on this slide. The area adjacent to the ferry landing, a little bit further down to the left, was designated for a temporary dog run. More permanently, we are still having conversations with Hudson and Related regarding the longer-term plans to have the dog run that was promised initially between Building 8 and 9 on the East side. We are having discussions with the Parks Department as well to get some ideas. We are going to increase signage in this temporary area, so we are making sure that all dog owners adhere to all instructions. Mr. Haynes also answered questions from the Board members concerning this issue.

Mr. Haynes further provided the Capital Planning and Project updates. He announced that the Manhattan Tramway Elevator is finally complete. He congratulated and thanked everyone who worked on this project. He also stated that the Lighthouse Tower project just wrapped up a few weeks ago. There will be a light display for the Memorial Day Weekend. Mr. Haynes noted that he is very proud of this work and thanked the team again.

Mr. Haynes state that AVAC repairs are underway. There were several delays due to the pandemic as has been previously discussed, and ENVAC was not permitted to travel to the U.S. He noted that the ENVAC team finally came three or four weeks ago and did a significant amount of AVAC repairs.

Mr. Haynes also welcomed Mr. Daeman DiStefano, RIOC’s new Comptroller. Mr. DiStefano is joining RIOC from Randall's Island, a sister-agency, where he spent many years and served as a CFO as well. We also have a new hire with the Public Safety Department - Sergeant Leonard Craig. He will be under the direction of Chief Brown. Sgt. Craig has also retired from the New York City Police Department. Mr. Haynes noted that Joe Marino who has been with RIOC for about 10 years, most recently as Assistant Director of Transportation, recently retired. We had a small gathering for him and wish him well. Markus Sztejnberg, Deputy General Counsel, left for a private sector job after working with RIOC on a part-time basis for over a year and-a-half.

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COMMITTEE REPORTS

AUDIT COMMITTEE

The Audit Committee did not meet.

GOVERNANCE COMMITTEE

The Governance Committee did not meet.

OPERATIONS ADVISORY COMMITTEE

The Operations Advisory Committee did not meet.

REAL ESTATE DEVELOPMENT ADVISORY COMMITTEE

The Real Estate Development Advisory Committee did not meet.
PUBLIC SAFETY REPORT

Ms. Robinson noted that the Public Safety Report was included in the Board package.

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Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the meeting was adjourned at 7:20 p.m.

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Gretchen K. Robinson, Secretary