



# Roosevelt Island Operating Corporation

**KATHY HOCHUL**  
Governor

**SHELTON J. HAYNES**  
President & CEO

## BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR  
Robert F. Mujica Jr., Director of BUDGET  
Fay Christian  
Conway S. Ekpo  
David Kraut  
Howard Polivy  
Michael Shinozaki

## 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 Valella <sup>1</sup>	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
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### 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

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<sup>1</sup> Mr. Valella left the meeting after the executive session.

1 Ms. Gretchen Robinson, RIOC’s General Counsel, noted that today’s public comments will  
2 be read after conclusion of the Board meeting new business items.  
3

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

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11 The first item of business was the approval of the minutes of the March 24, 2022 and April  
12 14, 2022 meetings of the RIOC Board of Directors. The proposed drafts of the March 24, 2022 and  
13 April 14, 2022 Board meeting minutes had been previously distributed to all Board members for their  
14 consideration.  
15

16 Upon a motion duly made, seconded and carried by unanimous votes in favor (Mr. Valella,  
17 Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the minutes of the March 24, 2022 and  
18 April 14, 2022 Board meetings were **APPROVED** and ordered filed.  
19

20 \* \* \*

21  
22 **NEW BUSINESS ITEM #1**

23  
24 The first item of new business was the authorization to enter into contract with MKW +  
25 Associates, LLC for design services in connection with the Blackwell Park Phase II Project.  
26

27 Mr. Prince Shah, Director of Capital Planning and Projects, provided the brief history of the  
28 Blackwell Park project. He noted that the park does not have enough playground space allocated for  
29 public use. He also stated that the Phase I of the project addressed certain safety issues and included  
30 beautifying of the plaza and the fountain work. The proposed Phase II covers everything that is on  
31 the east of the Blackwell House. The scope of work area includes a top lot, two basketball courts, as  
32 well as a young children’s playground. The Phase II is intended to expand upon the programmatic  
33 design. Mr. Shah also demonstrated the graphic plan for the Phase II.  
34

35 Mr. Shah discussed the procurement process for this project. He noted that RIOC received six  
36 bids in response to the RFP. Out of these six bids, MKW + Associates, LLC (“MKW+”), received  
37 the highest evaluation score of 94.14 points, with the proposal cost of \$627,961.22. Mr. Shah  
38 highlighted their 55 years of experience in designing public spaces. MKW+ has designed many parks  
39 in New York and New Jersey. As part of their research for the proposal, the firm visited the Island  
40 multiple times to really understand the intended use, the age group, etc. Mr. Shah recommended the  
41 contract with MKW + Associates, LLC for design services in connection with the Blackwell Park  
42 Phase II Project for Board approval.  
43

44 Mr. Shah then responded to questions from Mr. Shinozaki and Mr. Valella regarding the  
45 selection criteria and process for this project. Mr. Valella emphasized the importance of the financial  
46 analysis in state procurement. Ms. Robinson stated that RIOC conducted an analysis that was used  
47 specifically based on the criteria for this RFP; therefore, RIOC is not formulating any opinions as to  
48 other bidder’s viability as a corporation or a company.

1 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella,  
2 Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the following resolution was  
3 ADOPTED:  
4

5 **RESOLUTION**  
6

7 **AUTHORIZATION TO ENTER INTO CONTRACT**  
8 **WITH MKW + ASSOCIATES, LLC FOR DESIGN SERVICES**  
9 **IN CONNECTION WITH THE BLACKWELL PARK PHASE II PROJECT**  
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11  
12 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State  
13 of New York (“RIOC”), as follows:  
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15 Section 1. that RIOC is hereby authorized to enter into contract with MKW + Associates,  
16 LLC for design services in connection with the Blackwell Park Phase II  
17 Project, upon such terms and conditions substantially similar to those outlined  
18 in the Memorandum from Prince Shah to Shelton J. Haynes/Board of Directors  
19 dated May 12, 2022, attached hereto;  
20

21 Section 2. that the President/Chief Executive Officer or President’s designee is hereby  
22 authorized to take such actions and execute such instruments as deemed  
23 necessary to effectuate the foregoing; and  
24

25 Section 3. that this resolution shall take effect immediately.  
26

27 \* \* \*  
28

29 **NEW BUSINESS ITEM #2**  
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31 The second item of new business was authorization to enter into contract with GRM  
32 Information Management Services Inc. (“GRM”) for records storage and digital management.  
33

34 Ms. Mary Cunneen, Director of Organizational Effectiveness and Special Projects, explained  
35 the need for RIOC’s records off-site storage and digital management. Mr. Cunneen noted that RIOC’s  
36 records management program ensures the proper handling of records throughout their life cycle, from  
37 creation into final disposition. In 2019, the New York State Archives came to Roosevelt Island to  
38 remove a certain number of files that were of historical significance and relocated them to Albany;  
39 however, RIOC was left with the remainder of the files. Up until this time, RIOC was able to store  
40 those files on site, which is no longer feasible. RIOC was seeking a company to help with the  
41 management of those files, meaning – the physical documents from a very secure perspective, but  
42 also from a digital standpoint as well.  
43

44 Ms. Cunneen then explained the procurement process. In response to the RFP, four bids were  
45 received; however, two bids were disqualified for failing to provide the RFP required documents by  
46 the established deadline. GRM received a higher cumulative score of 93.950; and their initial bulk  
47 file scan and storage cost is \$82,900.00. The annual fee for services after the initial bulk conversion  
48 will be \$9,481.00. Ms. Cunneen noted that GRM possesses over 30 years of experience and is a  
49 leading provider of physical and digital file storage services to government organizations. The firm

1 is well versed in handling confidential materials and preserving them within the New York State  
2 record retention guidelines. The digital files will provide optical character recognition (OCR) text  
3 conversion allowing RIOC to easily search and access materials. Ms. Cunneen recommended the  
4 three-year contract with GRM for files storage and digital management for Board approval.  
5

6 Ms. Cunneen also answered the questions from Directors Shinozaki and Kraut regarding the  
7 review of the corporation’s records and indexing of the documents by the company. Ms. Cunneen  
8 noted that prior RIOC’s contract for digital documents was with Doculex.  
9

10 Upon a motion duly made, seconded and carried by unanimous vote in favor (Mr. Valella,  
11 Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the following resolution was  
12 ADOPTED:  
13

14 **RESOLUTION**

15  
16 **AUTHORIZATION TO ENTER INTO CONTRACT**  
17 **WITH GRM INFORMATION MANAGEMENT SERVICES INC.**  
18 **FOR RECORDS STORAGE AND DIGITAL MANAGEMENT**  
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20  
21 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State  
22 of New York (“RIOC”), as follows:  
23

24 Section 1. that RIOC is hereby authorized to enter into contract with GRM Information  
25 Management Services Inc. for records storage and digital management, upon  
26 such terms and conditions substantially similar to those outlined in the  
27 Memorandum from Mary Cunneen to RIOC Board of Directors/Shelton J.  
28 Haynes dated May 11, 2022, attached hereto;  
29

30 Section 2. that the President/Chief Executive Officer or President’s designee is hereby  
31 authorized to take such actions and execute such instruments as deemed  
32 necessary to effectuate the foregoing; and  
33

34 Section 3. that this resolution shall take effect immediately.  
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36 \* \* \*

37  
38 Chair’s Designee Mr. Valella stated that the Board would like to adjourn into the executive  
39 session to discuss the medical, financial, credit or employment history of a particular person or  
40 corporation, or matters leading to the appointment, employment, promotion, demotion, discipline,  
41 suspension, dismissal or removal of a particular person or corporation.  
42

43 Upon a motion duly made, seconded, and carried by a unanimous vote in favor (Mr. Valella,  
44 Ms. Levendosky, Mr. Kraut, Mr. Polivy, and Mr. Shinozaki), the open meeting was adjourned for the  
45 Directors to go into executive session at 6:10 p.m.  
46

47 Upon the return of the Directors from executive session at 6:43 p.m., Ms. Robinson noted that  
48 no votes were taken during the executive session. Ms. Robinson also noted that Mr. Valella had to  
49 leave the meeting, but the Board still has a quorum.

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3  
4 Ms. Robinson stated that she would proceed with reading of the public comments received by  
5 the deadline the day before the Board meeting. Mr. Kraut noted that public comments are not part of  
6 the Board meeting and should not be on record. Upon the reading of the public comments, the Board  
7 meeting resumed.

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9 \* \* \*

10  
11 **PRESIDENT'S REPORT**

12  
13 Mr. Shelton Haynes presented the President's report. He first addressed the issue of speed  
14 cushions. He noted that there were some traffic issues over the past year or so, so RIOC's PSD  
15 installed speed cushions at strategic locations.

16  
17 Mr. Haynes noted that this is the first time the Public Purpose Funds were successfully  
18 distributed by the New York Community Trust ("NYCT"). Mr. Haynes thanked RIRA for their long  
19 and dedicated service to not only the process, but also serving the Roosevelt Island community and  
20 for the many years of administering and helping RIOC with that program and transition to NYCT.  
21 He also announced that along with RIOC, NYCT is running a leadership Cohort event on May 27,  
22 2022.

23  
24 Mr. Haynes announced that this upcoming weekend, RIOC has the memorial for our PSD  
25 officers - Corey Fischer who served 28 years-and Detective Wayne Jones, who served for 20 years  
26 on Roosevelt Island respectively. They fell victim to COVID-19 and RIOC would like to honor their  
27 lives and celebrate them this coming Sunday on Jack McManus Field. Mr. Haynes welcomed all to  
28 attend the memorial.

29  
30 As for Island events, Mr. Haynes noted that we had a very successful Earth Love Day. He  
31 thanked the staff that volunteered their time and all the community groups that came together for this  
32 event. He stated that the upcoming event - Roosevelt Island Day - is scheduled on June 11, 2022. He  
33 noted that we will have the Fourth of July event this year, and that we have started that coordination  
34 and logistics planning for the last few weeks. We also have the movie series that relocated further  
35 south, from June 24th through August 19th.

36  
37 Mr. Haynes also thanked Anna Medina, Assistant Director of the Youth Center Program, who  
38 has done an amazing job with helping build the program. For this summer, we have a camp program  
39 from July 11th through August 26th. Some of the activities are noted on RIOC's website and include  
40 photography, gardening, basketball, outdoor sports, dance step, yoga and chess, and so forth. Mr.  
41 Haynes invited parents to register their kids for the Youth Center programs.

42  
43 Mr. Haynes further addressed the dog run issue on the Island. RIOC has explored a variety of  
44 approaches. Mr. Haynes noted that he has been in contact with RIRA closely and has spoken to many  
45 community members addressing a growing number of concerns. There are very different points of  
46 view from dog owners and the increased number of dogs, and unleashed dogs, on the Island. And  
47 then the areas that we had designated both on the North and the South. So we have temporary  
48 solutions. On the Northern end, we are going to regrade the dog run and have a temporary fix for  
49 that. We have a longer-term plan to build that dog run, and when we upgrade Blackwell Park, as a

1 temporary solution, we hope to have in the next three to four weeks – to have that northern area  
2 upgraded to make sure that it is more habitable and enjoyable to the dog owners to use. On the  
3 Southern end, we have a temporary area that is indicated on this slide. The area adjacent to the ferry  
4 landing, a little bit further down to the left, was designated for a temporary dog run. More  
5 permanently, we are still having conversations with Hudson and Related regarding the longer-term  
6 plans to have the dog run that was promised initially between Building 8 and 9 on the East side. We  
7 are having discussions with the Parks Department as well to get some ideas. We are going to increase  
8 signage in this temporary area, so we are making sure that all dog owners adhere to all instructions.  
9 Mr. Haynes also answered questions from the Board members concerning this issue.

10  
11 Mr. Haynes further provided the Capital Planning and Project updates. He announced that the  
12 Manhattan Tramway Elevator is finally complete. He congratulated and thanked everyone who  
13 worked on this project. He also stated that the Lighthouse Tower project just wrapped up a few weeks  
14 ago. There will be a light display for the Memorial Day Weekend. Mr. Haynes noted that he is very  
15 proud of this work and thanked the team again.

16  
17 Mr. Haynes state that AVAC repairs are underway. There were several delays due to the  
18 pandemic as has been previously discussed, and ENVAC was not permitted to travel to the U.S. He  
19 noted that the ENVAC team finally came three or four weeks ago and did a significant amount of  
20 AVAC repairs.

21  
22 Mr. Haynes also welcomed Mr. Daeman DiStefano, RIOC’s new Comptroller. Mr. DiStefano  
23 is joining RIOC from Randall's Island. a sister-agency, where he spent many years and served as a  
24 CFO as well. We also have a new hire with the Public Safety Department - Sergeant Leonard Craig.  
25 He will be under the direction of Chief Brown. Sgt. Craig has also retired from the New York City  
26 Police Department. Mr. Haynes noted that Joe Marino who has been with RIOC for about 10 years,  
27 most recently as Assistant Director of Transportation, recently retired. We had a small gathering for  
28 him and wish him well. Markus Szejnberg, Deputy General Counsel, left for a private sector job  
29 after working with RIOC on a part-time basis for over a year and-a-half.

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33 **COMMITTEE REPORTS**

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35 **AUDIT COMMITTEE**

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37 The Audit Committee did not meet.

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39 **GOVERNANCE COMMITTEE**

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41 The Governance Committee did not meet.

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43 **OPERATIONS ADVISORY COMMITTEE**

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45 The Operations Advisory Committee did not meet.

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47 **REAL ESTATE DEVELOPMENT ADVISORY COMMITTEE**

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49 The Real Estate Development Advisory Committee did not meet.

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**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