

**New Jersey Commerce Commission
July 18, 2007
Board Meeting Minutes**

Members of the Board Present:

Gary Rose, Designee for Governor Corzine, Joseph Latoof, Designee for Commissioner David Socolow, Jane Oates, Designee for Commission on Higher Education Chairman, Dan Ryan, Designee for Commissioner Lisa Jackson, Mark Stout, Designee for Commissioner Kris Kolluri, Dr. Sang Kim, Public Member, and Linda Mae Aldridge Steenrod, Public Member

Also present at the table, DAG Elizabeth Renaud and Patricia Warford – Board Secretary.

Minutes:

The meeting was called to order at 1:35 p.m.

Open Public Meetings Act Statement:

Patricia Warford announced that this is a regular meeting of the New Jersey Commerce Commission. Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act. On July 13, 2007 notice was mailed to the Star Ledger, Trenton Times, Trentonian, Courier Post, Atlantic City Press, Bergen Record and Home News, and has been duly filed with the Secretary of State and posted on the Secretary of State's bulletin board at the State House.

Resolutions:

Res. No. 08-01 Resolution ratifying Minutes of June 6, 2007 Meeting.

Dr. Kim made a motion to approve Resolution NJC08-01 and Mr. Ryan seconded the motion. Motion was approved by a vote of 6 to 0. Ms. Steenrod abstained.

Res. No. 08-02 Resolution approving Bylaws of the New Jersey Commerce Commission consistent with the reorganization authorized under Reorganization Plan No. 001-2007.

Mr. Latoof made a motion to approve Resolution NJC08-02 and Dr. Kim seconded the motion.

Mr. Drennan reported that due to the Reorganization Plan new bylaws are being presented to the Board for approval. Copies of the Board Memo and Bylaws are attached.

Motion was approved by a vote of 7 to 0.

Res. No. 08-03 Resolution authorizing the appointment of Virginia S. Bauer to the Fort Monmouth Economic Revitalization Planning Authority.

Mr. Ryan made a motion to approve Resolution NJC08-03 and Mr. Latoof seconded the motion.

Chairman Rose indicated that since Secretary Bauer was involved in the Fort Monmouth Economic Revitalization Planning Authority from the beginning, and because of her compassion and experience on the Authority, it would be appropriate for the Board to approve her appointment to the Authority.

Motion was approved by a vote of 7 to 0. (This Resolution is being submitted for early approval due to timing of the next Fort Monmouth Economic Revitalization Planning Authority meeting.

Res. No. 08-04 Resolution authorizing the appointment of an Executive Director of the New Jersey Commerce Commission; authorizing the appointment of the Executive Director to assume the role as ex-officio on all Boards, etc. previously held by the Chief Executive Officer/Secretary, except as authorized by Resolution No. 08-03.

Mr. Ryan made a motion to approve Resolution NJC08-04 and Ms. Steenrod seconded the motion.

Chairman Rose reported that from the beginning of the reorganization of the NJ Commerce Commission, Kevin Drennan has been essential to the process. He has a substantial amount of credibility and is the right person to be the first Executive Director of the NJ Commerce Commission. Chairman Rose indicated that he has the full support of himself and Ms. Angie McGuire.

Motion was approved by a vote of 7 to 0.

Res. No. 08-05 Annual Resolution approving the Commission's FY 2008 Budget; authorizing the solicitation of grants and the collection of fees; and authorizing the Executive Director to enter into contracts, leases, purchases, and agreements not exceeding \$31,700.

Mr. Ryan made a motion to approve Resolution NJC08-05 and Ms. Oates seconded the motion.

Mr. Latoof explained to the Board that while he has been a full time employee of the Department of Labor and Workforce, he has also served as the Commerce Commission's CFO over the past 8 months. He presented the Commission's FY'08 Budget. A copy of the budget is attached.

Motion was approved by a vote of 6 to 0. Mr. Latoof abstained.

Res. No. 08-06 Annual Resolution authorizing the Executive Director to enter into an Agreement with the Department of Law and Public Safety, Division of Law not to exceed \$130,577 to provide legal services to the Commission in FY 2008.

Mr. Ryan made a motion to approve Resolution NJC08-06 and Ms. Steenrod seconded the motion.

Mr. Drennan explained that this is for the legal services provided by Laura Rivkin, Elizabeth Renaud as well as the DAG support to the UEZ Authority.

Chairman Rose acknowledged the excellent service provided by the AG's office and noted that their service is essential.

Motion was approved by a vote of 7 to 0.

Res. No. 08-07 Annual Resolution authorizing the Executive Director to renew the existing MOU with the NJDEP not to exceed

\$80,000 to assist businesses remain in compliance with the Clean Air Act.

Ms. Oates made a motion to approve Resolution NJC08-07 and Dr. Kim seconded the motion.

Mr. Lauren Moore indicated that this is a renewal of an MOU with the NJ Department of Environmental Protection to assist the State in complying with the US Environmental Protection Agency requirements under the Clean Air Act. A copy of the summary is attached.

Motion was approved by a vote of 7 to 0.

Res. No. 08-08 Annual Resolution authorizing the Executive Director to execute an Agreement with the Rutgers University Small Business Development Center not to exceed \$1,000,000 to provide technical and financial assistance to small, women and minority businesses.

Dr. Kim made a motion to approve Resolution NJC08-08 and Mr. Latoof seconded the motion.

Ms. Nina Moseley, Director of Business Services reviewed this agreement and noted that the \$1,000,000 represents a \$200,000 increase over the previous year. The FY'08 agreement, which has not been finalized, will reflect similar metrics and benchmarks as noted in the attached FY'07 agreement.

Motion was approved by a vote of 6 to 0. Ms. Oates abstained.

Res. No. 08-09 Resolution appointing the Commission's Manager of Communications as the Custodian of Records as required by the Open Public Records Act (OPRA), N.J.S.A 47:1A-1 et seq.

Mr. Ryan made a motion to approve Resolution NJC08-09 and Ms. Steenrod seconded the motion.

Ms. Cathy Scangarella, VP of Marketing and Communications introduced Ms. Pamela McClure who has replaced Karen Wolfe who transferred to the Governor's Office last month.

Motion was approved by a vote of 7 to 0.

Res. No. 08-10 Resolution approving a Memorandum of Agreement between the New Jersey Commerce Commission and the Department of State facilitating the transition of functions and addressing the transfers authorized under Reorganization Plan No. 001-2007.

Mr. Latoof made a motion to approve Resolution NJC08-10 and Mr. Ryan seconded the motion.

Mr. Drennan indicated that the reorganization took place on July 9, 2007. This Memorandum of Agreement between the Commission and the Department of State allows for a smooth transition. Copy of drafted agreement attached.

Motion was approved by a vote of 7 to 0.

Res. No. 08-11 Resolution approving a Memorandum of Understanding between the New Jersey Commerce Commission and the New Jersey Development Authority regarding an expanded contract with Southlight Group LLC.

Mr. Latoof made a motion to approve Resolution NJC08-11 and Ms. Oates seconded the motion.

Copy of Mr. Drennan's memo to the Board and Memorandum of Understanding attached.

Motion was approved by a vote of 7 to 0.

Res. No. 08-12

Resolution authorizing the Executive Director of the Commission to Execute BRRAG Project Agreements for Projects Previously Recommended by the Board of Directors for Approval and Approved by the former CEO/Secretary of the Commission; to Terminate Certain BRRAG Project Agreements; and to Execute Previously Authorized Cooperative Marketing Grant Agreements

Ms. Steenrod made a motion to approve Resolution NJC08-12 and Mr. Ryan seconded the motion.

DAG Renaud indicated that this Resolution is for agreements that have already been approved by the board.

Motion was approved by a vote of 7 to 0.

Dr. Kim noted that, as promised at the June board meeting, he distributed to the members a copy of the US-Korea Free Trade Agreement. He asked that if anyone had any questions, he would be glad to address them.

Ms. Moseley indicated that this is timely as Commission staff recently met with South Korean Businessmen.

Dr. Kim also suggested that a letter of appreciation be sent to Ms. Barbara Tomalino to thank her for her services as a board member. Chairman Rose thanked Dr. Kim for bringing this to his attention and suggested that perhaps they present a resolution at the next meeting.

Chairman Rose welcomed Ms. Linda Mae Steenrod to the Board.

Mr. Latoof recognized the Travel and Tourism staff and Patty Warford for her good work as the Board Secretary. Chairman Rose thanked her and wished her well in her new position at the Department of State.

Mr. Ryan made a motion to adjourn the meeting at 2:00 p.m. and Mr. Stout seconded the motion. Motion was approved by a vote of 7 to 0.