

**ST. LAWRENCE COUNTY IDA
LOCAL DEVELOPMENT CORPORATION**

GOVERNANCE COMMITTEE MEETING

MARCH 16, 2018

1. Call to Order

The Committee meeting is called to order at 12:44 PM, with Committee members Blevins, Hall and LaBaff. Also present are IDA Staff Patrick Kelly and Lori Sibley.

2. Governance Documents

i. Review of the Compensation, Reimbursement and Attendance Policy.

No changes noted.

ii. Review of the Whistleblower Policy & Procedures.

No changes noted.

iii. Review of Code of Ethics

No changes noted.

iv. Review of Defense & Indemnification Policy.

No changes noted.

3. Current Policies

i. Financial Disclosure

Ms. Sibley reviews the FY2017 Statement of Financial Disclosure with the committee members, emphasizing the form is modeled after the questionnaire provided by the St. Lawrence County Ethics Board. No changes noted. Mr. Kelly adds that the forms were returned to the IDA last year by the County Board of Ethics claiming the IDA is an independent contractor of the County and not required to submit financial disclosure forms. However, in an effort to be compliant with Public Authorities Law, IDA Board Members, Executives and Staff will complete the forms again this year and forward them to the St. Lawrence County Board of Ethics before the March 31st deadline. A letter of explanation outlining our requirement to submit the filings will be presented to the Board of Ethics with our forms when they are submitted this year.

ii. Travel and Miscellaneous Expense Reimbursement Policy

Ms. Sibley explains the need for review and update to the Travel and Miscellaneous Expense Reimbursement Policy, since the last review of the IDA-LDC policy was in 2008. Changes were recommended to the IDA-LDC policy that are consistent with the current IDA policy.

4. General Discussion

i. Mission and Performance Review

Mr. Kelly reviews the current mission statement and performance goals with the committee, while referencing the policy guidance provided by the Authorities Budget Office pertaining to Public Authority Mission Statements and Measurement Reports. After review and discussion, the committee decides there are no changes needed at this time. The committee notes they are pleased with the performance review for 2017.

5. Executive Session

The Committee met in Executive Session to discuss the Board Self-Evaluation Forms.

6. Adjournment

Meeting adjourns at 12:58 PM.