

# ST. LAWRENCE COUNTY IDA

## GOVERNANCE COMMITTEE MEETING

MARCH 16, 2018

1. Call to Order  
*The Committee meeting is called to order at 12:00 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 31<sup>st</sup> 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.*
4. Executive Session
  - i. *The Committee moves to Executive Session at 12:15 PM to discuss the Board Self-Evaluation forms and the financial and credit history of a particular corporation. The Committee returns to Regular Session at 12:41 PM.*
5. 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.*

Mr. Kelly notes the FY2017 annual audit is complete. The Audit and Finance committee will meet the week of March 26<sup>th</sup> to discuss the audit in further detail and will be brought to the full board for review and approval at the next scheduled meeting on March 28<sup>th</sup>.

6. Adjournment

*Meeting adjourns at 12:44 PM.*