

**GOVERNANCE COMMITTEE MEETING  
OF THE  
ST. LAWRENCE COUNTY  
PROPERTY DEVELOPMENT CORPORATION**

**IDA OFFICE, MAIN CONFERENCE ROOM**

**OCTOBER 15, 2018**

1. Call to Order
  - i. *The Committee Meeting is called to order at 1:58 PM, with Committee members Blevins (Chair), LaBaff, and Hall present. Patrick Kelly and Lori Sibley are also present.*
  
2. Governance Documents
  - i. 2018 Review of Conflicts of Interest Policy.  
*The Committee members review the existing Policy and the ABO model Conflicts of Interest and determine there are no recommended changes at this time. Mr. LaBaff and Mr. Hall motion to move the resolution for full board consideration.*
  
  - ii. 2018 Review of Procurement Policy.  
*Committee members thoroughly review the current Procurement Policy and the ABO guidance provided on their website and determine there are no recommended changes at this time. Mr. Hall and Mr. LaBaff motion to move the resolution to the full board for consideration.*
  
  - iii. 2018 Review of Assessment of Internal Controls.  
*The Committee reviews the current policy and the provided ABO Guidance. Ms. Sibley notes there are several changes to the current policy including the mission statement, payroll information (there are no employees) and the fact that the corporation was created a few months ago so there should not be any reference to a previous audit. Mr. LaBaff and Mr. Hall motion to modify the resolution based on the recommended changes and move the revised resolution for full board consideration.*
  
3. Current Policies
  - i. *(Adopt) Sexual Harassment Policy.*  
*With recent State mandates concerning Sexual Harassment Prevention in the workplace, a policy which mirrors the model policy issued by the State, has been structured to meet the requirements established under New York State Law. The committee unanimously motions to approve the Sexual Harassment Policy and authorizes the addition of a Complaint Form as an exhibit to the policy. The resolution will go to the full board for consideration.*

ii. (Adopt) Cellular Phone Usage Policy.

*A policy is recommended for the proper use of cellphones and other electronic devices while at the workplace. Committee members unanimously motion to approve the resolution and bring to the full board for final approval.*

4. General Discussion

5. Executive Session

6. Adjournment

*Hall/LaBaff motion to adjourn at 2:20 PM.*