

**ST. LAWRENCE COUNTY  
PROPERTY DEVELOPMENT CORPORATION**

**GOVERNANCE COMMITTEE MEETING**

**MARCH 22, 2019**

1. Call to Order  
*The Committee meeting is called to order at 2:13 PM, with Committee members Lynn Blevins and Mark Hall. Also present are IDA Staff Patrick Kelly and Lori Sibley.*
2. Governance Documents (Annual Review)
  - i. Review of the Compensation, Reimbursement and Attendance Policy.  
*Mr. Hall suggests the word “pleasure” be replaced with “discretion” in paragraphs 1 and 2 and add the word “Board” after Authority in paragraph 2. Mr. Blevins agrees to the revisions. The recommended changes will be brought to the full board for review.*
  - 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.*
  - v. Review of Disposition of Real Property Guidelines.  
*No changes noted.*
3. Current Policies
  - i. Financial Disclosure  
*Ms. Sibley reviews the FY2018 Statement of Financial Disclosure with the committee members. The form is modeled after the questionnaire provided by the St. Lawrence County Ethics Board. No changes noted. As required by Public Authorities Law, 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.*
4. Executive Session
  - i. *The Committee moves to Executive Session at 2:30 PM to discuss the Board Self-Evaluation forms. The Committee returns to Regular Session at 2:42 PM.*
5. General Discussion
  - i. Mission and Performance Review

*Mr. Kelly reviews the current mission statement and performance goals with the committee. As a guide, he references the policy provided by the Authorities Budget Office pertaining to Public Authority Mission Statements and Measurement Reports. After review and discussion, the committee decides to remove a couple of the performance goals that pertain to educating businesses, elected officials and community representatives regarding available economic development services and the statement that involves acting as a liaison with businesses and government to help coordinate economic development services and reduce bureaucracy. The consensus is that these goals are not consistent with the mission of the St. Lawrence County Property Development Corporation.*

ii. Independence Certificate for Members

*Ms. Sibley reviews the guidelines provided by the Authorities Budget Office. The committee reviews and approves the draft format. The committee is ready to bring to the full board for review and approval.*

FY2018 annual audit is complete. The Audit and Finance committee will meet on March 26<sup>th</sup> to discuss the audit in further detail and it will be brought to the full board for review and approval at the next scheduled meeting.

6. Adjournment

*Meeting adjourns at 2:57 PM.*