

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

IDA OFFICE, MAIN CONFERENCE ROOM

NOVEMBER 6, 2020

1. Call to Order

The Committee Meeting is called to order at 12:36 PM, with Committee members Blevins (Chair), LaBaff, and Hall present. Patrick Kelly and Lori Sibley are also present.

2. Governance Documents

i. 2020 Review of Conflicts of Interest Policy.

The existing Policy and the ABO model Conflicts of Interest is reviewed by the committee and it is determined that there are no recommended changes at this time. Mr. LaBaff and Mr. Hall motion to move the resolution for full board consideration.

ii. 2020 Review of Assessment of Internal Controls.

After reviewing the current policy and the provided ABO Guidance, each member agrees that the guidelines appear to meet internal control objectives. No recommended changes at this time. Mr. LaBaff and Mr. Hall motion to move the resolution for full board consideration.

iii. 2020 Review of Procurement Policy.

The Committee reviews the current Procurement Policy and the current ABO guidelines and discussion ensues regarding the threshold limits. Mr. Kelly notes that the amounts have remained the same over the years. After reviewing the limits set by other Corporations, the committee suggests an amendment to the guidelines which reflects levels more consistent with increasing purchase amounts. Mr. Hall and Mr. LaBaff motion to amend the guidelines to the current procurement policy and bring the suggested changes to the full board for consideration.

iv. Review of FOIL Policy

While reviewing the current policy, it was noted that the contact information needs to be updated. Mr. LaBaff and Mr. Hall motion to amend the current FOIL policy and bring the suggested changes to the full board for consideration.

3. Current Policies

i. 2020 Review of Sexual Harassment Policy.

The committee reviews the requirements established by New York State Law as part of an annual review and determines there are no recommended changes to the current policy at this time. Mr. Kelly adds that staff participated in the required annual training on October 14, 2020. Committee members unanimously accept and move this resolution to the full board for consideration.

ii. Records Retention and Disposition Policy & Schedule

Ms. Sibley recommends that the Agency establish a records management policy, to ensure compliance with the policies of the New York State Archives, that provides a basis for the maintenance, retention, and storage of official records. Additionally, Ms. Sibley recommends that the Agency provide a summary of the more detailed LGS-1 schedule that was adopted as guidance to the retention and disposition of records for New York Local Government Corporations. Mr. Hall and Mr. LaBaff motion to move the resolution for full board consideration.

4. Executive Session
None
5. General Discussion
None
6. Adjournment
LaBaff/Hall motion to adjourn at 12:56 PM.