

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

**IDA OFFICE, MAIN CONFERENCE ROOM**

**OCTOBER 25, 2019**

1. Call to Order

*The Committee Meeting is called to order at 1:03 PM, with Committee members Blevins (Chair), LaBaff, and Hall present. Patrick Kelly and Lori Sibley are also present.*

2. Governance Documents

i. 2019 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. 2019 Review of Assessment of Internal Controls.

*The Committee reviews the current policy and the provided ABO Guidance. Ms. Sibley notes a change in payroll companies that occurred over the past year that should be modified and reflected in the 2019 policy. Mr. LaBaff and Mr. Hall motion to accept the modification to the Internal Controls Assessment. Committee members agree the structure appears to be sufficient to meet internal control objectives and unanimously motion to move these revisions to the full board for consideration.*

iii. 2019 Review of Procurement Policy.

*Committee members review the current Procurement Policy and the ABO guidelines. At this time there are no recommended changes to the current policy. Mr. Hall and Mr. LaBaff motion to move the resolution, as is, to the full board for consideration.*

3. Current Policies

*2019 Review of Sexual Harassment Policy.*

*While reviewing the current policy and new mandates required by New York State Law, the committee determined there are no recommended changes to the current policy at this time. Mr. Kelly adds that staff have participated in the required annual training on September 19, 2019. Committee members unanimously motion to accept and move the resolution to the full board for consideration.*

4. Executive Session
5. General Discussion
6. Adjournment

*Hall/LaBaff motion to adjourn at 1:24 PM.*