

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

IDA OFFICE, MAIN CONFERENCE ROOM

NOVEMBER 6, 2020

1. Call to Order

The Committee Meeting is called to order at 12:57 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.

Members review the existing Policy and the ABO model Conflicts of Interest and determine 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 review of the current policy and the provided ABO Guidance by each member, the committee agrees that the guidelines appear to meet internal control objectives. There are no recommended changes at this time. Mr. Hall and Mr. LaBaff motion to move the resolution for full board consideration.

iii. 2020 Review of Procurement Policy.

While reviewing the current Procurement Policy and the current ABO guidelines, the committee leads into a discussion regarding the threshold limits. Since the amounts have remained the same over the years, the committee suggests a review of the limits compared to other Corporations to use as a guide in determining if an amendment is needed. A review finds the Corporation's current limits are slightly lower and thus 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

Since the last policy was updated in 2012, it was noted upon review that the contact information needs to be revised to reflect our current location. Mr. Hall and Mr. LaBaff 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 will provide 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. A summary of the 400 plus page report is provided. Mr. LaBaff and Mr. Hall 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 1:15 PM.