

# ST. LAWRENCE COUNTY IDA

## GOVERNANCE COMMITTEE MEETING

MARCH 16, 2021

### 1. Call to Order

*The Committee meeting is called to order at 12:02 PM, with Committee members Lynn Blevins- Chair (present), Ernest LaBaff (teleconference) and Mark Hall (present). Also present is IDA Staff Patrick Kelly.*

### 2. Governance Documents

#### i. Review of the Compensation, Reimbursement and Attendance Policy.

*No changes noted. Discussion undertaken regarding the appointment process for IDA board members by the St. Lawrence County Board of Legislators.*

#### ii. Review of the Whistleblower Policy & Procedures.

*No changes noted.*

#### iii. Review of Code of Ethics

*Suggestion by Mr. Hall to change “director” in the Code to “board member” to ensure consistency with other policies. Both Mr. LaBaff and Mr. Blevins agree with the suggested modification.*

#### iv. Review of Defense & Indemnification Policy.

*No changes noted.*

#### v. Review of Disposition of Real Property Guidelines.

*No changes noted.*

*Mr. Hall requests that each of the policies and documents be edited so no sections are split or “orphaned” by page breaks. Mr. LaBaff agrees that it is easier to understand and follow the intent of the sections of the policies if they are not split between pages. Mr. Kelly confirms that staff will review and make any necessary adjustments to the documents.*

### 3. Current Policies

#### Financial Disclosure

*Mr. Kelly reviews the FY2020 Statement of Financial Disclosure with the committee members and adds that the form is modeled after the questionnaire provided by the St. Lawrence County Ethics Board. No changes noted. As required by Public Authorities Law, IDA Board Members, Executives and Staff are required to complete the forms again this year to be forwarded to the St. Lawrence County Board of Ethics.*

4. General Discussion

*Mission and Performance Review*

*Mr. Kelly reviews the current mission statement and performance goals with the committee. He adds that a large part of the activities involve contacts and customer service with companies. After review and discussion, Mr. Kelly notes that while 2020 was a busy year, the landscape has changed dramatically due to COVID-19. The committee decides there are no changes needed to the Mission and Performance Review at this time. LaBaff/Hall accept the report. An official review and discussion period will be made available at the full board meeting. The committee adds that they are pleased with the performance review for 2020.*

*The IDA Employee Handbook is reviewed and updated to modify vacation leave time, sick leave time, and schedules for work for employees hired after 1/1/2021.*

*Mr. Hall makes a motion, seconded by Mr. LaBaff to bring the revised handbook and all other policies reviewed at the meeting to the IDA board for review and approval at the next IDA meeting.*

5. Executive Session

*Mr. LaBaff/Mr. Hall motion/second to move to Executive Session at 12:26 PM to discuss the Board Self-Evaluation forms. Mr. LaBaff/Mr. Hall motion/second for the Committee to return to Regular Session at 12:32 PM.*

6. Adjournment

*Meeting adjourns at 12:32 PM.*