

**GOVERNANCE COMMITTEE MEETING**

**OF THE**

**ST. LAWRENCE COUNTY  
CIVIC DEVELOPMENT CORPORATION**

**IDA OFFICE, MAIN CONFERENCE ROOM**

**DECEMBER 10, 2021**

1. Call to Order

*The Committee Meeting is called to order at 1:00 PM, with Committee members Blevins (Chair), LaBaff, and Hall present. Patrick Kelly and Lori Sibley are also present.*

2. Governance Documents

i. 2021 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. Blevins motion to move the resolution for full board consideration.*

ii. 2021 Review of Assessment of Internal Controls.

*The Committee reviews the current policy and the provided ABO Guidance. Each member agrees that the guidelines appear to meet internal control objectives. A determination is made that there are no recommended changes at this time. Mr. LaBaff and Mr. Blevins motion to move the resolution for full board consideration.*

iii. 2021 Review of Procurement Policy.

*Members review the current Procurement Policy and the current ABO guidelines. The policy was revised last year to increase threshold limits. A decision is made that there are no recommended changes needed at this time. Mr. LaBaff and Mr. Blevins motion to move the resolution for full board consideration.*

iv. Mission Statement

*Committee members review the current mission statement and the recommended ABO guidelines and determine the need for a couple of grammatical changes to the policy only. The Mission Statement, as defined, will remain unchanged.*

3. Current Policies

i. 2021 Review of Sexual Harassment Policy.

*As part of the annual review procedures, the committee reviews the requirements established by New York State Law and determines there are no recommended changes to the current policy at this time. Ms. Sibley adds that all staff participated in the required annual training this Fall. Committee members determine no changes are needed at this time and move the resolution to the full board for consideration.*

4. Executive Session

*The Committee moves to Executive Session at 1:08 PM to discuss personnel matters upon the motion of LaBaff/Blevins. The Committee returns to Regular Session at 1:19 PM, upon the motion of LaBaff/Blevins.*

5. General Discussion

6. Adjournment

*LaBaff/Blevins motion to adjourn at 1:25 PM.*