

# GOVERNANCE COMMITTEE MEETING

OF THE

## ST. LAWRENCE COUNTY IDA LOCAL DEVELOPMENT CORPORATION

IDA OFFICE, MAIN CONFERENCE ROOM

DECEMBER 20, 2023

1. Call to Order

*The Committee Meeting is called to order at 11:16 AM, with Committee members Blevins (Chair) via Zoom, LaBaff and Hall present. Patrick Kelly and Lori Sibley are also present. In his physical absence, Mr. Blevins asks Mr. LaBaff to Chair the meeting.*

2. Governance Documents

i. 2023 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. Blevins and Mr. Hall motion to move the resolution for full board consideration.*

ii. 2023 Review of Procurement Policy.

*Members review the current Procurement Policy and the current ABO guidelines. The policy was modified a few years ago to increase threshold limits. There are no recommended changes needed at this time. Mr. Blevins and Mr. Hall motion to move the resolution for full board consideration.*

iii. 2023 Review of Investment Policy.

*Members review the current Investment Policy and the current ABO guidelines. There are no recommended changes needed at this time. Mr. Blevins and Mr. Hall motion to move the resolution for full board consideration.*

iv. 2023 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. Blevins and Mr. Hall motion to move the resolution for full board consideration.*

3. Current Policies

i. 2023 Review of Sexual Harassment Policy.

*This year, Governor Hochul announced some fairly significant updates were made to New York State's Sexual Harassment Prevention Policy. Members reviewed staff's suggested modifications to the current policy and use the NYS Department of Labor's model template as a guide when considering the proposed changes to the SLCIDA-LDC Sexual Harassment Prevention Policy. Ms. Sibley adds that once the resolution is approved by the full board, staff will receive the updated policy and begin the interactive training exercises as part of the IDA-LDC's annual Sexual Harassment Prevention Policy review. Mr. Blevins and Mr. Hall motion to move the suggested policy changes for full board consideration.*

4. Executive Session

*None*

5. General Discussion

*Members discuss the current meeting schedule, every fourth Tuesday of the month beginning at 1:00 PM, and determine there is no need to change the current schedule. Mr. Hall and Mr. Blevins move to continue the same meeting schedule for 2024.*

6. Adjournment

*Hall/Blevins motions to adjourn at 11:19 AM. All in favor.*