

GREATER GLENS FALLS
LOCAL DEVELOPMENT CORPORATION

GOVERNANCE COMMITTEE

March 9, 2017
MEETING MINUTES

A meeting of the Governance Committee of the Greater Glens Falls Local Development Corporation was held on Thursday, March 9, 2017 in the Mayor's Conference Room, City Hall, 42 Ridge Street, Glens Falls, New York 12801.

Committee Members Present: Todd Feigenbaum (Chair); Dan Hall; Judith Calogero

Committee Members Absent: None

Also Present: Edward Bartholomew, CEO, Attorney Michael Crowe, Jacqueline Squadere of Community Development

Committee Chairman Feigenbaum brought the meeting to order.

CEO Bartholomew stated that the policies and procedures manual for the GGFLDC has been reviewed to determine compliance with the Public Authorities Accountability Act and best practices recommendations from the Authority Budget Office. Following review of the policies and procedures, the Committee recommends the adoption of the following policies and procedures:

1. Bylaws
2. Authority Mission Statement & Performance Measurements
3. Organizational Chart
4. Financial Disclosure
5. Form of Orientation Letter
6. Audit Committee Charter
7. Governance Committee Charter
8. Procurement Policy
9. Investment Policy
10. Code of Ethics
11. Compensation, Reimbursement & Attendance Policy
12. Defense & Indemnification Policy
13. Conflicts of Interest Policy
14. Whistleblower Policy
15. Travel Policy
16. Discretionary Funds Policy
17. Disposition of Real Property Guidelines

18. Statement re: Lobbying
19. Statement re: Bonuses
20. Confidential Evaluation of Board Performance Forms
21. PAAA Requirements
22. FOIL Policy
23. Acknowledgement of Fiduciary Duties
24. Records Retention
25. Accounting Resolution
26. Certificate of Independence for Members
27. Taxes & User Fee Policy

On the motion of Committee member Dan Hall, seconded by Committee member Judith Calogero all voting affirmatively, it was

RESOLVED, that the Governance Committee recommends for final approval the above-referenced policies and procedures as presented at this meeting.

On the motion of Committee member Judith Calogero, seconded by Committee member Dan Hall all voting affirmatively, it was

RESOLVED, that the Governance Committee meeting of the Greater Glens Falls Local Development Corporation is hereby adjourned.