

GLENS FALLS
CIVIC DEVELOPMENT CORPORATION

GOVERNANCE COMMITTEE

March 9, 2017
MEETING MINUTES

A meeting of the Governance Committee of the Glens Falls Civic 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 CDC 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. Resolution adopting Policies, Standards, and Procedures required by New York Public Authorities Accountability Act (the Act)
2. By-laws
3. Code of Ethics
4. Investment Policy
5. Disposition of the Property Policy
6. Compensation, reimbursement and attendance Policy
7. Procurement Policy
8. Travel Policy
9. Defense and Indemnification Policy
10. Whistle Blower Policy
11. Certificate of Independence of Board Members
12. Records Retention and Destruction Policy
13. Mission Statement
14. Organizational Chart

15. Acknowledgement of Fiduciary Duties & Responsibilities
16. Financial Disclosure Form
17. Confidential Evaluation Board Performance Form
18. FOIL Policy
19. Tax and User Fees Policy
20. Conflict of Interest Policy
21. Discretionary Funds Policy
22. Audit and Finance Committee Charter
23. Governance Committee Charter

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 Glens Falls Civic Development Corporation is hereby adjourned.