GOVERNANCE COMMITTEE MEETING MINUTES
Thursday, March 23, 2017, 9:00 AM
Authority Conference Room, Suite 414
Dulles State Office Building,
Watertown, New York

Members Present
Gary Turck, Chairman
Margaret Murray
Fredrick Carter
Thomas Hefferon
Alfred Calligaris

Staff Present
James W. Wright, Executive Director
Carl Farone, Comptroller
Jo Anne Yaddow, Executive Assistant

Members Absent
John B. Johnson, Jr.

1. Chairman Turck called the meeting to order at 9:00 AM.

2. Chairman Turck asked for a roll call from J. Yaddow. All Governance Committee Members were present except J. Johnson, Jr. and T. Hefferon.

T. Hefferon entered the meeting at 9:02 AM.

3. J. Wright stated Resolution No. 2017-03-20, Authorizing Executive Director to Implement Compensation Plan, will be addressed in Executive Session.

4. Resolution No. 2017-03-24, Approving Investment Policy, is an annual resolution. The Policy remains the same except “Deputy Comptroller” replaces “Deputy Executive Director” in Section 10.0, Operations and Management of the Policy.

Upon a motion by F. Carter, and seconded by A. Calligaris, Resolution No. 2017-03-24, Approving Investment Policy, was unanimously approved.

5. Resolution No. 2017-03-25 approves modifications to the Personnel Policy and is an annual resolution. Changes have been made to the organization chart, Appendix A – Standard Work Day, and Appendix C – Non-Exempt Pay Chart and consist of updates; new and modified positions; exempt and nonexempt pay grade chart; adjusted pay rates; and the elimination of Grades 1 and 2.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2017-03-25, Approving Modifications to Personnel Policy, was unanimously approved.

6. Resolution No. 2017-03-26 approves the Travel and Miscellaneous Policy and is an annual resolution. The revision to the Policy modifies the in-service travel area from a 35 mile radius of employees’ official work station to a 100 mile radius of employees’ official work station, and submittal of electronic receipts for meals for reimbursement.

Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-03-26, Approving Travel and Miscellaneous Policy Revisions, was unanimously approved.
F. Carter asked if travel advances are an option for employees. J. Wright responded that although he is authorized to do so, he does not issue advances. Reimbursements are made to the employee after expenses are submitted and approved.

M. Murray asked if mileage is reimbursed. J. Wright responded yes.

7. Resolution No. 2017-03-27 approves the annual Procurement Policy. There are no changes to the Procurement Policy.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, Resolution No. 2017-03-27, Approving Procurement Policy, was unanimously approved.

8. Resolution No. 2017-03-28 approves the Disposition of the Real Property Policy. This is an annual resolution and there are no changes to the Policy.

Upon a motion by A. Calligaris, and seconded by F. Carter, Resolution No. 2017-03-28, Approving Disposition of Real Property Policy, was unanimously approved.

9. Resolution No. 2017-03-29 amends the Fleet Management Policy. Authority employees using their personal vehicle for work are required to provide written documentation of insurance coverage to the Authority.

Upon a motion by M. Murray, and seconded by A. Calligaris, Resolution No. 2017-03-29, Amending Fleet Management Policy, was unanimously approved.

F. Carter asked what prompted this change. J. Wright explained the Authority’s insurance carrier advised it.

M. Murray asked if employees log out when they complete their work day tasks. J. Wright responded yes.

10. Executive Session -

Upon a motion by F. Carter, and seconded by A. Calligaris, the Governance Committee went into Executive Session to discuss “employment history of a particular person...or matters leading to the appointment, employment” and implementation of a compensation plan.

Upon a motion by A. Calligaris, and seconded by T. Hefferon, the Governance Committee came out of Executive Session.

No action was taken during Executive Session.

11. Upon a motion by F. Carter, and seconded by A. Calligaris, Chairman Turck adjourned the meeting at 9:36 AM.

Respectfully submitted,

[Signature]

Gary Turck
Chairman, Governance Committee