MEETING MINUTES
GOVERNANCE COMMITTEE
Thursday, August 24, 2017, 1:25 PM
Materials Management Facility Conference Room
23400 NYS Route 177, Rodman, New York

Members Present
Gary Turck, Chairman
Margaret Murray
Fredrick Carter
Thomas Hefferson
John B. Johnson, Jr.

Members Absent
Alfred Calligaris

Other Board Members Present
Mary Doheny
Alex MacKinnon
Stephen Hunt
James Hollenbeck
Dennis Mastascusa

Staff Present
James W. Wright, Executive Director
David Wolf, Director of Technology
Laurie Marr, Director of PR/Communications
Carrie Tuttle, Director of Engineering
Carl Farone, Comptroller
Michelle Capone, Director of Regional Dev
Amy Austin, Director of Human Resources
Hartley Schweitzer, Community Planner
Jo Anne Yaddow, Executive Assistant
Angela Marra, Administrative Associate

1. Chairman Turck called the meeting to order at 1:49 pm.

2. Resolution No. 2017-08-81 authorizes the Executive Director to implement a procedure to electronically sign and transmit documents rather than paper copies. A Business Assessment and Risk Analysis procedure will be prepared to convert hard copy documents to electronic storage on servers maintained by the Authority, consistent with ESRA, OFT Regulations, the Arts and Cultural Affairs Law, the NYS Archives Regulations including Schedule MI-1, Public Authorities Law and the Public Officers Law.

   Upon a motion by F. Carter, and seconded by T. Hefferson, Resolution No. 2017-08-81, Policy – Electronic Signature Authorization and Electronic Storage of Documents, was unanimously approved.

3. Resolution No. 2017-08-82 authorizes the amended Workplace Violence Prevention Policy. All references of Compliance Officer have been changed to Human Resources Director; all references to Health and Safety Committee have been changed to Safety Committee; addition of Appendix D – Workplace Violence Security Checklist; addition of Bomb Threat Instructions. Last amended in 2012--

   Upon a motion by F. Carter, and seconded by M. Murray, Resolution No. 2017-08-82, Policy – Workplace Violence Prevention, was unanimously approved.
4. Resolution No. 2017-08-83 authorizes the Authority to serve as the region’s lead agency for the receipt of a state grant and to contribute up to 24% of matching funds of the state grant, not to exceed $50,000. If the state grant is awarded, the contract is subject to Board authorization.

   Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-08-83, Regional Lodging Feasibility Study Lead Agency – State Grant, was unanimously approved.

5. Resolution No. 2017-08-100 recognizes the service of Richard R. LeClerc who is retiring from the Development Authority of the North Country after six years.

   Upon a motion by T. Hefferon, and seconded by M. Murray, Resolution No. 2017-08-100, Recognition of Service—Richard R. LeClerc, was unanimously approved.

6. Chairman Turck adjourned the meeting at 1:52 pm.

Respectfully submitted,

[Signature]

Gary Turck
Chairman, Governance Committee