MEETING MINUTES
GOVERNANCE COMMITTEE
Thursday, December 14, 2017, 10:00 AM
Authority Conference Room, Suite 414, 4th Floor
317 Washington Street, Watertown, New York

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

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 10:00 am and asked for a roll call. All Committee Members were present except for J. Johnson who was excused due to a conflict with a Dormitory Authority meeting.

2. J. Wright turned the meeting over to C. Farone to review Resolution No. 2017-12-112, Public Authorities Reporting Information System (PARIS) Five Year Budget and financial Plan for FYE 2019 Annual Submission. C. Farone explained the Public Authorities Accountability Act requires authorities to submit and publish a five year budget projection and financial plan. The budget projection reflects the Authority’s known, anticipated, and projected finances and incorporates the annual five year capital improvement plan. C. Farone noted that submitted material is attached to the Resolution.

   A. Calligaris asked what the information is used for. J. Wright stated the information is more for public scrutiny and review, if needed.

   Upon a motion by T. Hefferon, and seconded by F. Carter, Resolution No. 2017-12-112, Public Authorities Reporting Information System (PARIS) Five Year Budget and financial Plan for FYE 2019 Annual Submission, was unanimously approved by the Governance Committee.

3. C. Farone stated Resolution No. 2017-12-113 modifies the Purchase Card Policy, last updated in 2010. C. Farone explained the Purchase Card Policy was previously written to include the Policy as well as Detailed Procedures and associated forms. Executive Management has recommended separating the Purchase Card Policy from the Purchase Card Procedures and delegating the creation of Detailed Procedures to the Comptroller with Executive Director approval.
A. Calligaris asked who in the Authority has the Purchase Cards and are they corporate cards. C. Farone stated there are four corporate Purchase Cards that are assigned to specific individuals.

Upon a motion by F. Carter, and seconded by T. Hefferon, Resolution No. 2017-12-113, Policy – Authority Purchase Cards – Delegation, was unanimously approved by the Governance Committee.

4. Chairman Turck adjourned the meeting at 10:20 AM.

Respectfully submitted,

[Signature]

Gary Turck
Chairman, Governance Committee