

GOVERNANCE COMMITTEE MEETING MINUTES DECEMBER 20, 2021

Committee Members Present: Committee Chair Barbara Freeman and Jim Williams **Absent:** Nancy Novak

Staff Present: Executive Director William Rabbia

The December 20, 2021, Governance Committee meeting began at 3:30 PM.

The Committee followed the Chair's agenda of December 10, 2021, reviewing each of the Board Policies.

The Committee meeting began with a discussion related to the annual review of the Procurement Policy, Procedure for Disposition of Property, "Whistleblowers" Report of Fraud Policy, Ethics Policy, Board of Directors' Evaluation and Board of Directors' Annual Evaluation.

Related to the Authority's current Procurement Policy. The Committee discussed raising the threshold for "open market" purchases to \$1,000.00. Executive Director Rabbia reported that Oneida County's current threshold is \$1,000 and Herkimer County's is \$2,000. The Committee agreed with raising the threshold.

Related to the Authority's Ethics and "Whistleblowers" Report of Fraud Policies, there were no reports of fraud in the past year, nor violations of the Ethics Policy. The Committee emphasized the importance of annual posting and delivery of each policy with employee paychecks. Mr. Rabbia gave the Committee an update on employee "suggestion" boxes that continue to be used at each Authority location. He noted that all suggestions received are reviewed. Many of the suggestions received have been useful and many have been acted upon. The use of "suggestion" boxes for reporting fraudulent activities was discussed.

Based upon discussion, the Committee will recommend to the full Board, approval of current policies without modifications, except for the modification to the Procurement Policy.

The Committee next discussed the Authority Mission Statement/Performance Measures. The Committee agreed to modify the Authority description to include a more accurate description of the budget which has been reduced due to tipping fee reductions. The Committee asked the Executive Director to draft modifications to the Authority Mission Statement/Performance Measures.

The Committee next reviewed a modified organizational chart that was revised to include the Deputy Executive Director position which is included in the 2022 budget.

The Committee finally discussed 2021 Authority Budget Office Guidance, specifically guidance posted from the Committee on Open Government related to Executive Sessions.

The meeting adjourned at 4:05 PM.

Meeting minutes prepared by:

William A. Rabbia
Executive Director

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