

Preserving the environment through integrated recovery and disposal.

## GOVERNANCE COMMITTEE MEETING MINUTES NOVEMBER 16, 2015

**Committee Members Present:** Committee Chair Ken Long, Barbara Freeman and Jim Williams

**Others Present:** Executive Director William Rabbia

The November 16, 2015 Governance Committee meeting began at 3:30 PM.

The Committee followed the Chair's agenda of October 21, 2015, reviewing each of the Board Policies.

The Committee began with a discussion related to 2015 modifications to the Procurement Policy. The discussion was focused on procurement in 2015 utilizing municipal contracting agencies such as National Joint Powers Alliance (NJPA) or National Intergovernmental Purchasing Alliance (NIPA). One purchase was made this year through NIPA for a new rock truck for the Regional Landfill.

The Committee also discussed purchases made ranging between \$0.01 - \$750.00 which are allowed to be made as "open market" purchases when individual employees, designated by the Executive Director and the Comptroller, may make such purchases as long as they are in conformance with the budget and based upon the individual employee's judgement that the purchase is necessary, and it is approved by the supervisor.

The Committee next discussed the Procedure for Disposition of Property and the Authority's successful use of Oneida County's eBay site for sale of surplus equipment, as authorized in the policy. The Committee discussed staff's review of ABO Policy guidance No 15-03 related to property disposal by negotiation. Discussion continued related to the Authority's "Whistleblowers" Report of Fraud Policy, Ethics Policy, Board of Directors Evaluation, and Authority Mission Statement and Performance Measures. The Committee will recommend to the full Board approval of the current policies, with the exception of the Ethics Policy. No modifications were suggested except for modification to the Authority Ethics Policy to allow for new language which better defines conflict of interest.

After reviewing ABO's recommended practice related to Conflict of Interest Policy for Public Authorities, the Committee reviewed draft revisions to the Authority's Ethics Policy. The Committee asked Executive Director Rabbia to work with Authority Counsel to finalize revisions and report back to the Committee.

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. The Executive Director described employee "suggestion" boxes that were installed 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.

The meeting adjourned at 4:25 PM.

Meeting minutes prepared by:

William A. Rabbia  
Executive Director

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