

Preserving the environment through integrated recovery and disposal.

## GOVERNANCE COMMITTEE MEETING MINUTES NOVEMBER 20, 2023

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

**Guests/Board Members Present:** Chairman Ken Long, Richard Redmond and James Franco

**Staff Present:** Executive Director William Rabbia and Deputy Executive Director Joshua Olbrys

The November 20, 2023, Governance Committee meeting began at 3:30 PM.

The Committee followed the Chair's agenda dated November 11, 2023, 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, Messrs. Rabbia and Olbrys relayed to the Committee that the threshold for "open market" purchases of \$1,000.00 is working well and staff recommended no changes.

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.

The Committee reviewed and discussed the handling of a number of anonymous emails sent to the Authority, alleging favoritism and other matters at the Recycling Center complex.

Based upon discussion, the Committee will recommend to the full Board approval of current policies without modifications.

The Committee finally discussed the Authorities Budget Office (ABO) Guidance related to Conflict of Interest Policy for Public Authorities. After discussion, the Committee's consensus was that the Authority's Ethics Policy accomplishes the recommendation.

The meeting adjourned at 4:10 PM.

Meeting minutes prepared by:

William A. Rabbia  
Executive Director

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