

Preserving the environment through integrated recovery and disposal.

GOVERNANCE COMMITTEE MEETING MINUTES DECEMBER 15, 2025

Committee Members Present: Chairman Kenneth Long, Committee Chair Barbara Freeman, Nancy Novak (via Zoom) and Jim Williams

Staff Present: Executive Director Joshua Olbrys and Account Clerk Hailey Hutchinson

The December 15, 2025, Governance Committee meeting began at 3:40 PM.

The Committee followed the Chair’s agenda of December 4, 2025, 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, Ethics and “Whistleblower” Report of Fraud Policy, Board of Directors’ Annual Evaluation, and Authority Mission Statement and Performance Measures.

Based upon discussion and Executive Director Joshua Olbry’s recommendation, the Committee will recommend to the full Board approval of current policies without modifications.

Mr. Olbrys gave the Committee an update on employee “suggestion” boxes that continue to be used at each Authority location. Mr. Olbrys said that all suggestions received have been reviewed, and many have been acted upon. Ms. Freeman noted the importance of the employee “suggestion” boxes, stating that it satisfies employees, and reinforces that they are listened to by management. Mr. Olbrys stated that the “suggestion” boxes have been quiet as of late and mentioned possibly sending out employee reminders to increase utilization.

The Committee discussed the Authorities Budget Office (ABO) guidance updates. Mr. Olbrys stated that he reviewed the Authority’s website after a recent ABO guidance update regarding website transparency and record retention requirements and was happy to report that the Authority is in compliance. Mr. Olbrys commended Authority Board Secretary Jodi Tuttle for being so diligent throughout the years with policy compliance and updating of the Authority website. The Committee had no recommendations for changes at this time.

Mr. Olbrys recommended the Committee implement a “First Amendment Audit Policy” in the Employee Handbook. New York Municipal Insurance Reciprocal (NYMIR) recently released guidance regarding First Amendment Audits. Mr. Olbrys said that the Authority has seen a couple of instances of individuals requesting access to record public facility areas and Authority employees. Mr. Olbrys stressed the importance of protecting Authority employees and having formal policy guidelines for the staff to follow.

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Authority Board Secretary

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Ms. Freeman said that it is best to always assume that you are being recorded, and suggested facility signage to familiarize the public with Authority facilities and their rights regarding First Amendment Audits. The committee will present this to the full Board for approval.

Mr. Olbrys also provided an update on the Cash Payment Rounding Practice. Mr. Olbrys said that the Rounding Rule regarding pennies is currently in legislation. Mr. Olbrys said that he will be working with Authority attorney Kevin Martin, Authority scale employees, and the Authority's scale software company to establish a cash rounding policy. He hopes to have a draft policy to present to the Board mid-2026.

The meeting adjourned at 4:14 PM.

Meeting minutes prepared by:

Hailey Hutchinson, Authority Board Secretary