



## **MONROE COUNTY INDUSTRIAL DEVELOPMENT CORPORATION**

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### **Minutes**

#### **GOVERNANCE COMMITTEE MEETING**

##### **March 1, 2016 Meeting**

Committee Members in attendance: H. Abdul-Wahid, C. Campbell, P. Hin, D. Mendick, S. Strassenburgh

Others: Acting Executive Director P. Johnson, L. Birr, M. Doyle, S. Keefe

The meeting of the Governance Committee of the Monroe County Industrial Development Corporation was called to order by S. Strassenburgh as Chair.

Governance Committee Charter: The Committee reviewed its Charter and no changes were proposed. Upon motion by H. Abdul-Wahid and seconded by D. Mendick, the Charter was unanimously approved and re-adopted.

By-Laws: The Committee reviewed the MCIDC By-Laws and re-adopted the current By-Laws. The motion was presented by S. Strassenburgh, moved by P. Hin and seconded by H. Abdul-Wahid.

Policies: MCIDC Policies were reviewed by the Committee. The Model Conflict of Interest Policy for Public Authorities as proposed by the ABO was reviewed and will be presented to the Board for consideration. The Committee considered the addition of the Guidelines for Public Forum to the existing Public Participation Policy. Upon motion made by S. Strassenburgh and seconded by H. Abdul-Wahid, the Committee re-approved and re-adopted all existing MCIDC Policies with no revisions, except for the addition of the Guidelines for Public Forum to the existing Public Participation Policy, and the new Conflict of Interest Policy per the ABO guidelines.

Mission Statement: The Committee reviewed the MCIDC Public Authority Mission Statement and no changes were made. Upon motion made by H. Abdul-Wahid and seconded by D. Mendick, the Committee approved and re-adopted the Mission Statement.

Performance Measurements Report: S. Strassenburgh reviewed the 2015 Performance Measurements and Goals as required by section 2824-a of PAL. The 2016 Customer Satisfaction Survey was conducted as an online survey of all 2015 project recipients. There was a 30% response from customers, with a majority (79%) as “completely satisfied” with MCIDC staff for courtesy, knowledge, helpfulness and professionalism. The Committee discussed MCIDC programs and incentives. The Committee discussed the reported number of jobs created. The Performance Measurements Report will be included as part of the annual report requirements to the New York State Authorities Budget Office by March 31, 2016. Upon motion made by S. Strassenburgh and seconded by P. Hin, the Committee approved the 2015 Performance Measurements Report.

Annual Member Reporting and Disclosures

- a. Committee Self Evaluation Reports: S. Strassenburgh provided the MCIDC Committees 2015 Self-Evaluation Reports and noted that the reports allows the Committee to determine if it is meeting its responsibilities under the Governance Committee Charter.
- b. Board Performance Evaluation Report: This evaluation was compiled by S. Strassenburgh, as Chair of the Governance Committee. S. Strassenburgh provided summary results from each board member's confidentially-reported response for measurement of individual and collective effectiveness, determination of adherence to policies and procedures, identification of areas for board improvement, and comparison of individual performance compared to that of other board members. The confidential, aggregate results of the MCIDC board performance will be submitted to the New York State Authorities Budget Office.
- c. Annual Financial Disclosure: Each Board Member has completed and submitted a 2015 Financial Disclosure.

Education and Training of Board Members: The Committee discussed the status of Member training.

There being no further business, the meeting was adjourned.

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Hanif Abdul-Wahid, Secretary