

**Cayuga County Industrial Development Agency
Governance Committee Meeting
Springside Inn
December 20, 2016 at 11:00am**

The meeting came to order at 11:11am after achieving quorum.

CALL TO ORDER

Present: Paul Lattimore, Gina Speno, Carol Contiguglia

Others Present: Tracy Verrier (CEDA); Joe Sheppard (CEDA)

GUIDANCE LETTER TO COUNTY LEGISLATURE

Mr. Sheppard presented a letter to the County Legislature for review. Mr. Lattimore and Ms. Speno reviewed the letter, both agreed no changes were necessary.

CHARTER AND POLICY REVIEW:

Mr. Sheppard presented the current policies for review. Both Mr. Lattimore and Ms. Speno recalled reviewing everything at this time last year and noted that they did not believe there was the need to make any changes. Ms. Speno asked about the section of the Governance Committees duties that discusses the review of staff compensation. Ms. Verrier stated that since CCIDA doesn't compensate anyone and that the staff services performed are compensated through the service agreement with CEDA, this section could probably be removed, but she would confirm that there was nothing in the law that said this needed to be in the charter. Ms. Verrier continued by noting that a compensation policy is reviewed every year which essentially states that no one gets paid and that CEDA is paid for services rendered.

Ms. Speno asked about the review and self-evaluation responsibilities of the committee. Ms. Verrier noted that this has been done as a conversation in the past and that practice should continue. Ms. Speno asked if a due date should be added to this responsibility to ensure that it is completed yearly. Ms. Verrier suggested that language is added that says self-evaluation of the governance committee should occur at the time of Charter Review. Ms. Speno stated that she felt it would be a good idea to add specific goals to the self-evaluation form and to update those goals every year. Ms. Verrier reviewed the self-evaluation form noting that the form was written to meet compliance and is based upon best practice guidance from the State Authorities Budget Office. She continued by noting that we should review the evaluation form and goals at the Spring Governance Committee meeting. Ms. Speno suggested that a mid-year reevaluation is completed to see how goals are being achieved. Mr. Lattimore asked what the practices of other IDA's were. Ms. Verrier stated that we can look into what other IDA's utilize for Goals and Benchmarks and will gather examples for the Spring Meeting.

Ms. Verrier reviewed IDA Term Limit examples, which was a follow up from last year's Governance Committee meeting. She stated that most IDA's do not have term-limits and could only find a few instances where they existed. Mr. Lattimore asked about the terms of present board members, and who was up. Ms. Verrier stated that everyone's terms were up with the exception of Mr. Marshall and Ms. Speno, and that the County has not yet made appointments but should in January.

Ms. Contiguglia asked if it was the decision of the Committee to not have a chair. Ms. Speno stated that she believed that was true. Ms. Contiguglia suggested that amendments be made to section #3 that states as there is no Chair there should always be a past member of the committee for at least a year or more to ensure continuity.

Ms. Verrier asked if there were any other changes to the Charter or Policies that should be made, noting that everything was essentially pulled from state best practice guidelines with any adjustments being made based upon changes in law. All committee members stated that there were no other changes that they saw as necessary. Ms.

Verrier stated that this committee will need to meet again in February to review self-evaluation goals and Governance Committee responsibilities.

The meeting dismissed at 11:55am.

Respectfully submitted,
Joseph Sheppard