



COUNTY OF MONROE
COMIDA
INDUSTRIAL DEVELOPMENT AGENCY

GOVERNANCE COMMITTEE MEETING

March 18, 2025

Time: 1:00 p.m.

CityPlace Building, 50 West Main Street, Rochester, 14614

1. Call meeting to order
2. Approval of Minutes of February 25, 2025
3. Review Mission Statement and Measurement Report
4. Review By-Laws
5. Review Governance Committee Charter
6. Discussion of Governance Committee Self-Evaluation
7. Discussion of Board Evaluation Summary
8. Review Policies and Procedures
 - Compensation, Reimbursement & Attendance Policy
 - Code of Ethics Policy
 - Travel and Business Expense Policy
 - Disposition of Property Policy
 - Procurement Policy
 - Defense and Indemnification Policy
 - Record Retention Policy
 - Public Participation Policy
 - Local Labor Policy and Local Labor Area
 - Freedom of Information Law Policy
 - Internal Controls & Financial Accountability Policy
 - Extension of Credit Policy
 - Transparency & Accountability Policy
 - Real Property Acquisition Policy
 - Recapture, Suspension or Discontinuance of Financial Assistance Policy
 - Duties & Responsibilities of Board Members
 - Uniform Project Evaluation Policy
 - Annual Compliance Review Process and Procedure
 - Conflict of Interest Policy
 - Return and Distribution of Recaptured Benefits Policy
 - Sexual Harassment Prevention Policy
 - Pay Equity Policy
 - Renewable Energy Projects Policy
 - Uniform Tax Exemption Policy
 - Housing Policy
9. Other Business
10. Adjournment



GOVERNANCE COMMITTEE MEETING MINUTES
February 25, 2025

Time & Place: 12:00 p.m. City Place, 50 West Main Street

Board Present: A. Burr, N. Jones, R. King, T. Tolefree

Also Present: L. Bolzner, H. Maffucci, A. Liss (via Zoom), R. Finnerty, A. Clark, R. Baranello

Chair Burr called the meeting to order at 12:37 p.m.

The draft minutes of the February 4, 2025 meeting were presented. On motion by R. King, second by N. Jones, all aye, the minutes were unanimously approved.

On motion by R. King, second by N. Jones, all aye, motion carried to enter into Executive Session under Section 105(f) of the Public Officers Law for the purpose of discussing financial information of a particular company at 12:38 p.m.

On motion by N. Jones, second by R. King, all aye, motion carried to come out of Executive Session and continue the regular meeting at 2:19 p.m.

On motion by R. King, second by N. Jones, all aye, motion carried to award the RFP housing study to MRB Group.

There being no further business to discuss, on motion by N. Jones, second by R. King, all aye, the meeting of the Governance Committee was adjourned at 1:20 p.m.