



**County of Monroe Industrial Development Agency**

**GOVERNANCE COMMITTEE MEETING MINUTES**

**DRAFT**

Date & Place: March 16, 2020 Via conference call per Governor's Executive Order 202.1  
Present: A. Meleo, J. Popli  
Absent: None  
Also Present: A Liss (Executive Director), R. Baranello, Esq., R. Finnerty

The Governance Committee meeting was called to order by J. Popli as Chair at 11:00 a.m.

The draft minutes of March 19, 2019 and May 15, 2019 were presented. On motion by A Meleo, second by J. Popli, all aye, the minutes were approved.

The Mission Statement and 2019 Measurement Report were reviewed and approved on motion by A. Meleo, second by J. Popli, all aye. The Committee recommends board adoption.

On motion by A. Meleo, second by J. Popli all aye, the Committee reviewed and approved the existing Bylaws. It was discussed adding other officers such as Assistant Treasurer and Assistant Secretary but decided it is not necessary at this time. The committee recommends board approval.

On motion by A. Meleo, second by J. Popli, all aye, the Committee reviewed and approved the Governance Committee Charter and recommends board approval.

The Committee reviewed the confidential board evaluation summary and noted there were no issues. The evaluation summary will be presented to the full board at the March meeting.

The Committee reviewed all policies and procedures. In addition to the recommended policy changes presented by staff, the travel policy will include a change that all Executive Director expense reports are approved by the board chair. On motion by A. Meleo, second by J. Popli, all aye, the Committee recommends board approval and re-adoption of policies with the changes noted.

Executive Director Liss stated that staff is working on creating a new loan program due to the COVID-19 pandemic. More information will be provided when the program details are worked out.

There being no other business to discuss, the meeting was adjourned at 11:28 a.m on motion by J. Popli, second by A. Meleo, all aye.

Minutes submitted by Robin Finnerty