

**Watertown Industrial Center Local Development Corporation  
Governance Committee Meeting Minutes  
June 11, 2010**

The Watertown Industrial Center Local Development Corporation held a governance committee meeting at 10:30 a.m. on Friday, June 11, 2010 in the conference room of the JCJDC, 800 Starbuck Avenue, Watertown, NY.

**Present:** Kevin Jordan, Donald Rutherford, Nickolas Darling

**Also Present:** Billy Soluri, Donald Alexander, Peggy Sampson, David Zembiec

**Call to Order:** Mr. Rutherford called the meeting to order at 10:30 a.m.

A resolution that included the various policies and procedures per PAAA compliance were delivered to committee members in advance to be reviewed. The following policies and procedures were included:

1. Certificate of Independence for Members
2. County of Jefferson Annual Statement of Financial Disclosure
3. Certificate of the Chief Executive Officer and the Chief Financial Officer
4. Compensation, Reimbursement and Attendance Policy
5. Code of Ethics
6. Whistleblower Policy
7. Investment Policy with Financial Internal Control System
8. Travel Policy
9. Disposition of Real Property Guidelines
10. Procurement Policy
11. Defense and Indemnification Policy
12. Certification of No Conflict of Interest
13. Acknowledgment of Fiduciary Duties and Responsibilities
14. Equal Employment Opportunity

After review and discussion, changes were made to the Procurement Policy. The changes included removing redundant language and dollar amounts for purchases of commodities, equipment or goods. An Equal Employment Opportunity policy was added to the resolution. At this time, the committee decided to recommend the resolution for the policies and procedures to the board of directors with changes.

**Adjournment:** With no further business before the committee, the meeting adjourned at 11:54 a.m.