

MINUTES OF THE RIDA
GOVERNANCE COMMITTEE MEETING

November 24, 2015 5:30pm

PRESENT: Dawn Thomas
Bob Kern
Lori Ann Pipczynski
Tracy Stark-James
Dick Ehlers

ABSENT:

- I. A. Travel and Reimbursement Policy – The committee reviewed the current Salary, Compensation and Reimbursement Policy and recommended the following amendment:
 - a. Dawn Thomas moved to amend the current policy to add “as authorized by the board” to Section II, B and to make the recommended change of the policy to the board of directors. Bob Kern seconded. All three members approved.

B. Foil Policy – After a lengthy discussion regarding the process of foil requests, the committee directed the ED to check the most recent version of the Town of Riverhead Foil Policy and if necessary amend it to reflect the specific needs of the Agency. In an effort to create efficiency with foil requests, it was also recommended to create a foil ready application that would allow for redactions to be made by the applicant and for the applicant to submit that copy concurrently with their regular applications. Bob Kern will look into programs that may lock certain fields when entering/printing data. It was discussed that site plans may be proprietary, but to request the drawings be submitted electronically. ED noted that we already request information to be sent electronically. Dick Ehlers to draft foil letter to be put in applications. The committee reviewed the draft list of records that will be posted on line as per recommended practices by the Authority Budget Office. The list will included the following: Annual Reports, Project Proceedings, Minutes & Resolutions, Agreements & Contracts, Annual Audits, Compliance Reports, Empire Zone Projects & Reports. Local Development Corporation will list the same.

C. Rules of Procedure – The committee discussed electronic voting and decided that it did not afford sufficient transparency for the public. Dick Ehlers to look into whether we need to file amended bylaws with the State Department.

II. New Requirements/New Legislation – The committee was provided a list of the action steps and procedural changes the agency has taken to come into compliance with the latest provisions of the GML. Lori Ann Pipczynski recommended that the section regarding financial assistance on page 15 of the application be amended to reflect a “reduction” in assistance from the standard abatement may be considered. The committee agreed. The ED will incorporate the change into the application. The committee reviewed the new sales tax letter, instructions and draft sales tax policy. Dick to review sales tax policy and the committee tabled comment pending further review of the policy.

Dawn Thomas motioned to adjourn the meeting at 7:05pm. Lori Ann Pipczynski seconded. Meeting adjourned.