



**SENECA COUNTY
INDUSTRIAL DEVELOPMENT AGENCY
GOVERNANCE COMMITTEE MEETING
MEETING MINUTES**

September 29, 2010
3:00 P.M.
Heroes Conference Room
Seneca County Office Building
Waterloo, New York

Attendance:

Members Present: Thomas Macinski – Chairman; Patricia Amidon; Steven Brusso and Thomas Kime
Members Absent: None
Staff Attending: Robert Aronson, Executive Director; Patricia Jones, Deputy Director; Kelly Kline, Office Assistant and Bruce Johnson, CFO

Call to Order:

Chairman Macinski called the meeting to order at 3:02 P.M. A quorum of committee members were present.

Approval of Meeting Minutes of May 20, 2010:

The meeting minutes of May 20, 2010 were distributed and reviewed by the Committee. After discussion, a motion was made by Mrs. Amidon to approve the minutes. Seconded by Mr. Brusso. Motion Carried

Approval to Change Office Assistant Job Description:

Moved to Executive Session

Review of Approval of Process for Annual Certification of Revolving Loan Fund I & II – Consideration of 3rd party Compliance Review:

Mr. Aronson suggested to committee members that an outside party be commissioned to review the Revolving Loan Fund for compliance with regulations and the Management Plan at least once every three years. Fees for this expenditure can be charged against the Loan Fund program income. After discussion, committee members requested that staff come back to them with an estimate of the cost.

Self-Evaluation of Governance Committee:

According to the IDA Governance Committee Charter, the committee must report annually any proposed changes to the governance charter and governance guidelines. It is also recommended by the committee that a review of procedures is being followed in accordance with PAAA. Staff will review compliance and report at the next committee meeting in December in order that the Committee can complete this evaluation.

Other Business:

Up for discussion is the addition of members to the EDC Board. Being that there are no additional functions to the Governance Committee at this time and meetings are only three to four times a year the committee agreed that it is not necessary to add more members at the current time, but will re-address it in the future.

Also up for discussion is the addition of a ninth member to the IDA Board of Directors. Committee members are requesting that staff provide them with a list of potential candidates to be discussed at the next Governance Committee meeting.

Executive Session:

Chairman Macinski requested a motion to enter into Executive Session for the purpose of personnel matters. A motion was made by Mr. Brusso at 3:35 p.m. to enter into Executive Session. Seconded by Mrs. Amidon. Motion carried. A motion was made by Mrs. Amidon at 3:54 p.m. to come out of Executive Session. Seconded by Mr. Kime. Motion carried

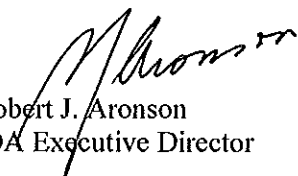
Approval to Change Office Assistant Job Description:

A motion was made by Mrs. Amidon approving Kelly Kline's job description from Office Assistant to Executive Assistant with an annual salary of \$27,907. Seconded by Mr. Brusso. Motion carried.

Adjournment:

A motion to adjourn the meeting was made by Mrs. Amidon and seconded by Mr. Brusso. Motion carried. The meeting adjourned at 3:56 p.m.

Respectfully submitted,


Robert J. Aronson
IDA Executive Director