

**BROOME COUNTY LOCAL DEVELOPMENT CORPORATION
GOVERNANCE COMMITTEE
March 13, 2017 - 1:30 PM
Broome County Office Building
Legislative Conference Room
60 Hawley St. 6th floor
Binghamton, NY 13901**

PRESENT: J. Bernardo, J. Stevens, and S. Feehan

GUESTS: None

ABSENT: None

STAFF: K. McLaughlin, T. Gray, S. Duncan, C. Campon and N. Abbadessa

PRESIDING: J. Bernardo

AGENDA ITEM 1: Chairman Bernardo called the meeting to order at 2:00 PM.

AGENDA ITEM 2: Accepting of the April 7, 2016 Governance Committee meeting minutes: Mr. Stevens made a motion to accept the minutes, seconded by Mr. Feehan; the motion carried unanimously.

AGENDA ITEM 3: Public Comment: None

AGENDA ITEM 4: Review/Discussion/Recommendation of the BCLDC Code of Ethics Policy.

Mr. Gray briefly informed the committee that the Code of Ethics Policy for the BCLDC is a requirement of the Authority Budget Office and must be approved annually. Mr. Gray explained the policy states an Ethic Officer must be appointed. This appointment will go to the Chairman of the Board of Directors. Mr. Feehan said per the policy any conflict of interest must be presented in writing. Mr. Bernardo asked if the Agency staff could create a form. Mr. McLaughlin stated yes.

MOTION: To recommend the Code of Ethics Policy to the full Board. On a MOTION by Mr. Stevens, seconded by Mr. Feehan. The MOTION CARRIED UNANIMOUSLY.

AGENDA ITEM 5: Review and Approval of the 2016 Mission and Measurement Report. Mr. Gray informed the committee that the Mission and Measurement Report is a requirement of the

Authority Budget Office and an item that must be posted on the agency's website. Mr. Gray stated that the 2016 report is an accurate reflection of what was actually accomplished according to the strategic plan and a good indicator of the goals in 2017.

MOTION: To recommend the 2016 Mission and Measurement Report to the full Board of Directors. On a MOTION by Mr. Stevens, seconded by Mr. Feehan. The MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 6: Review/Recommend Summary Results of Confidential Evaluation of Board Performance. Ms. Campon stated that the summary results were the compilation of the Confidential Evaluation of Board Performance that was completed by each board member. The summary results need to be forwarded to the Authority Budget Office per their regulations. No further action was necessary.

AGENDA ITEM 7: Adjournment: Mr. Bernardo then made a motion for adjournment; it was seconded by Mr. Stevens, and carried unanimously. The next scheduled meeting of the BCLDC Governance Committee is to be determined.