

**MINUTES**  
**GOVERNANCE COMMITTEE MEETING**  
**February 17, 2015**

Time & Place: 1pm, Watts Conference Center

Board Present: J. Popli (Chair) C. Campbell, T. Mazzullo

Also Present: J. Seil (Executive Director)

Governance Committee Chair J. Popli called the meeting to order.

Governance Committee members reviewed the Governance Committee charter as it does at each meeting and recommended re-adoption of the Charter.

The next meeting of the governance committee was established as October 20, 2015.

The Governance committee reviewed the purchasing policy and has recommended to change the purchasing policy regarding procurement for professional services to be in compliance with the Monroe County procurement policy. The change increased the amount from \$5,000 to \$20,000 for professional services to be procured via written proposal, quotation or statement of work.

The governance committee reviewed the Authority Budget Office board meetings best practice report as well as a recent audit of an IDA.

Governance Committee also discussed at what time an updated application become necessary on an existing project vs. a project modification request. No final determination was decided upon and Executive Director will use her determination until a policy is put in place.

There were no contracts to review.

Both the committee and board self- evaluation reports are being reviewed by Chair Popli.

The meeting adjourned at 1:30pm.