



**Putnam County Industrial Development Agency**

2 Route 164, Suite 2B

Patterson, NY 12563

845-808-1031 [www.putnamida.com](http://www.putnamida.com)

**Agenda – Governance Committee Meeting**

Lower-Level Conference Room, 2 Route 164, Patterson, NY 12563

**Monday, December 9, 2019**

To be followed immediately by Audit Committee and Regular Board Meetings

Call to Order – 6:00PM

Roll Call:

Update the PC IDA Uniform Tax Exempt Policy (UTEP) to include language to further energy conservation measures as practical per legislation signed by the Governor in November.

Review By-Laws and Policies and Mission Statement for reconfirmation in 2020:

- Agency By-laws
- 2019 Mission Statement
- 2018 Performance and Operations Report -
- Board of Directors' Duties and Responsibilities
  - Participation & attendance
  - Training compliance
- Code of Ethics
- Conflict of Interest
- Internal Control Policy – See Audit Committee
- Investment Policy
- Policies Governing the Use of Authority Discretionary Funds – See Audit Committee
- Procurement Policy
- Property Disposition Policy
- Recapture Policy
- Whistleblower Protection Policy

Adjournment: \_\_\_\_\_