

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY  
MISSION STATEMENT

Adopted April 7, 2011  
Amended October 1, 2015  
Amended October 6, 2016  
Reviewed October 3, 2019

I. BACKGROUND:

Pursuant to Chapter 506 of the Laws of 2009, known as the Public Authorities Reform Act of 2009 (öPARAö), which added a new Section 2824-a in Public Authorities Law (öPALö) of the State of New York (the öStateö), state and local public authorities are required to develop and adopt a mission statement and related performance measures to assist the authority determine how well it is carrying out its mission. For local authorities, as defined within PAL Section 2, this Mission Statement and the related Performance Measures are to be filed with the New York State Authority Budget Office (öABOö) by March 31, 2011.

JEFFERSON COUNTY INDUSTRIAL DEVELOPMENT AGENCY (hereinafter called the öAgencyö) is established as a public benefit corporation of the State for the benefit of the County of Jefferson (the öCountyö) pursuant to Title 1 of Article 18-A of the General Municipal Law (öGMLö) of the State, as amended, and Chapter 632 of the Laws of 1972 of the State as codified under GML Section 900-a, (hereinafter collectively called the öActö) and constitutes a öLocal Authorityö as defined by PAL Section 2 and therefore is subject to the transparency, compliance and reporting requirements established pursuant to PARA and the Public Authorities Accountability Act of 2005 (öPAAAö).

Pursuant to the Act, the purposes of the Agency shall be to promote, develop, encourage and assist in the acquiring, constructing, reconstructing, improving, maintaining, equipping and furnishing industrial, manufacturing, warehousing, commercial, research and recreation facilities including certain defined facilities, and thereby advance the job opportunities, health, general prosperity and economic welfare of the people of the State and to improve their recreation opportunities, prosperity and standard of living. In furtherance of these purposes, the Agency is vested with powers as contained within the Act.

The Members of the Agency are appointed by the Board of Legislators of the County. Pursuant to and in accordance with the Act, the Agency has adopted By-laws governing the actions and activities of the Members of the Agency, along with agency officers and employees. In accordance with the Act, PAAA and PARA, the Agency has further adopted and complies with the following corporate policies (collectively, the öAgency Policiesö):

- a) Agency Audit/Finance Committee Charter;
- b) Agency CEO & CFO Annual Report Certification
- c) Agency Certification of No Conflict of Interest & Jefferson County Financial Disclosure Form;

- d) Agency Code of Ethics Policy;
- e) Agency Compensation, Reimbursement and Attendance Policy;
- f) Agency Defense and Indemnification Policy;
- g) Agency Discretionary Funds Policy;
- h) Agency Disposition of Real Property Guidelines;
- i) Agency Equal Employment Opportunity Policy;
- j) Agency Extension of Credit to Board Members and Officers;
- k) Agency Fixed Asset Policy;
- l) Agency Governance Committee Charter;
- m) Agency Independent Director Certification;
- n) Agency Investment Policy with Internal Controls;
- o) Agency Lending/Collection Policy and Procedures;
- p) Agency Policy Regarding Possession & Use of Agency-Issued Electronic Equipment;
- q) Agency Post Issuance Compliance Procedures
- r) Agency Procurement Policy;
- s) Agency Real Property Acquisition Guidelines;
- t) Agency Recapture Policy and flow chart;
- u) Agency Records Retention and Disposition Schedule MI-1;
- v) Agency Rules for Public Hearings Conducted by the Agency;
- w) Agency Travel Policy;
- x) Agency Uniform Guidance ó Internal Controls;
- y) Agency Uniform Tax Exemption Policy; and
- z) Agency Whistleblower Policy.

In addition, as a public benefit corporation of the State, the Agency is subject to and complies with applicable provisions of the Public Officers Law, including the Open Meetings Law (óOMLö) and Freedom of Information Law (óFOILö), along with the State Environmental Quality Review Act (óSEQRAö).

## II. CORPORATION MISSION STATEMENT

The Agency was established pursuant to the Act with purposes and powers and the Agency's Mission includes undertaking projects and programmatic initiatives in furtherance of and to advance the job opportunities, health, general prosperity and economic welfare of the people of the County and to improve their recreation opportunities, prosperity and standard of living. In furtherance of the purposes and powers vested in the Agency pursuant to the Act, the Agency shall undertake projects, programs and initiatives to achieve the purposes as set forth within the Act. In addition, and in doing so, the Agency shall adhere to its adopted policies and applicable statutory requirements, including PAAA, PARA, OML, FOIL, and SEQRA. Further, and in accordance with GML Section 900-a, the Agency shall take into consideration the local zoning and planning regulations as well as the regional and local comprehensive land use plans.

The Agency's goals include continued compliance with current obligations and responsibilities associated with ongoing projects and programs, in addition to identifying new projects and programs that will achieve the Agency's purposes and Mission. In furtherance of

these stated goals, the Agency will endeavor to comply with all applicable provisions of the Act, PAAA and PARA. With these stated goals established, the Corporation's values are to maintain the highest ethical standards applicable to public officials and public benefit corporations.

### III. ANNUAL PERFORMANCE REVIEW MEASURES

The Agency shall annually review this Mission Statement and identify whether the Agency (i) continues to meet its stated mission, goals and values; (ii) can quantify measures of improvement to better meet its stated mission, goals and values; (iii) can become more effective and efficient; and (iv) is meeting the interests of the Agency and the County.

In furtherance of the foregoing Performance Measures, the Agency shall further undertake the following annual measures:

- 1) Assure that all current Agency Members have acknowledged that they have read and understood the mission of the Agency;
- 2) An annual review and affirmation of the Agency's membership, board, committee and management structure;
- 3) An annual review and affirmation of its policies, along with Agency appointment of Management of the Agency, along with articulation of the respective roles, goals and expectations of each.