

**Jefferson County Civic Facility Development Corporation
Board Meeting Minutes
November 4, 2021**

The Jefferson County Civic Facility Development Corporation held their board meeting on Thursday, November 4, 2021 in the board room at 800 Starbuck Avenue, Watertown, NY.

Present: Robert E. Aliasso, Jr., David Converse, W. Edward Walldroff, Paul Warneck, Lisa L’Huillier, John Jennings

Excused: William Johnson

Absent: None

Also Present: David Zembiec, Marshall Weir, Lyle Eaton, Peggy Sampson, Rob Aiken, Justin Miller, Esq. (Zoom)

- I. Call to Order:** Chairman Aliasso called the meeting to order at 10:43 a.m.
- II. Minutes:** Minutes of the regular meeting held October 7, 2021 were presented. A motion to approve the minutes as presented was made by Ms. L’Huillier, seconded by Mr. Warneck. All in favor. Carried.
- III. Treasurer’s Report:** Mr. Warneck reviewed the financials for the income statement and balance sheet for the period ending October 31, 2021. A motion was made by Mr. Walldroff to accept the financial report as presented, seconded by Mr. Jennings. All in favor. Carried.
- IV. Committee Reports:**
 - a. Audit Committee** – Chairman Aliasso noted that the JCCFDC will be included in the JCIDA Audit and indicated that it was discussed at the IDA meeting earlier today.
 - b. Governance Committee**
 - i. Resolution No. 11.04.2021.01 for Annual Internal Policy and Procedure Review** – The Bylaws, Audit and Finance Charter and Investment Policy with Financial Internal Controls were revised and the committee recommended approval. A motion was made by Mr. Warneck to approve the resolution, seconded by Mr. Jennings. All in favor. Carried.
 - ii. Committee Structure** – A motion was made by Mr. Warneck to approve the proposed committee structure, seconded by Mr. Walldroff. All in favor. Carried.
 - iii. Summary Results of Confidential Evaluation of Board Performance** – A motion was made by Mr. Walldroff to accept the summary results and send them to the Authority Budget Office, seconded by Ms. L’Huillier. All in favor. Carried.
- V. Unfinished Business:** None.
- VI. New Business:** None.

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- VII. Adjournment:** With no further business before the board, a motion to adjourn was made by Ms. L'Huillier, seconded by Mr. Jennings. All in favor. The meeting adjourned at 10:47 a.m.

Respectfully submitted,

Peggy Sampson

JEFFERSON COUNTY CIVIC FACILITY DEVELOPMENT CORP.
Resolution Number 11.04.2021.01
For Annual Internal Policy and Procedure Review

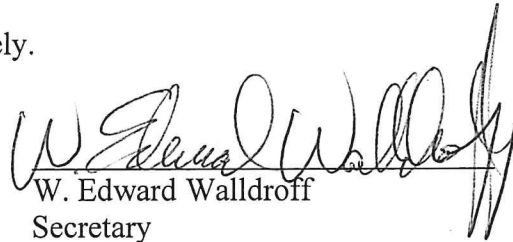
WHEREAS, on October 15, 2021 the JCCFDC Governance Committee met to review the listed policies and procedures. After review and discussion, they recommended the following internal policies for the Board's consideration:

- Proposed Bylaws
- Mission Statement & Performance Measurements
- Proposed Audit and Finance Committee Charter
- Disposition of Real Property Guidelines
- Proposed Investment Policy with Internal Controls
- Procurement Policy

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Jefferson County Civic Facility Development Corporation that it herein approves the above internal policies and procedures as set forth in this Resolution, and be it further,

RESOLVED, that the Chairman, Vice Chairman, Secretary, and/or Chief Executive Officer are authorized and directed to execute any and all documents necessary to carry out the purposes of this Resolution.

This resolution shall take effect immediately.


W. Edward Walldroff
Secretary