

**Jefferson County Local Development Corporation**  
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**TO:** JCLDC Governance Committee  
W. Edward Walldroff, Chair  
Paul Warneck  
Greg Gardner  
Bill Johnson

**FROM:** David Zembiec, CEO

**DATE:** November 8, 2022

**SUBJECT:** Governance Committee Meeting Notice

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A JCLDC Governance Committee meeting has been scheduled for **Tuesday, November 15, 2022 at 1:00 p.m.**

The purpose of the meeting is to review the mission statement/performance measurements and certain policies/procedures.

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

Thank you.

pss

c: Marshall Weir  
David Converse  
Rob Aliasso  
John Jennings  
Lisa L'Huillier  
Kent Burto  
Christine Powers  
Rob Aiken  
Media

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
GOVERNANCE COMMITTEE MEETING  
Tuesday, November 15, 2022  
1:00 PM**

**REVISED AGENDA**

- I. Call to Order
- II. Pledge of Allegiance
- III. Proposed Bylaws
- IV. Review Mission Statement/Performance Measurements
- V. Review the following Policies and Procedures:
  - a. Disposition of Real Property Guidelines
  - b. Investment Policy with Financial Internal Control System
  - c. Procurement Policy
- VI. Annual Confidential Board Evaluations
- VII. Other
  - a. Employee Handbook – Guidelines for JCLDC Equipment/Property Use
- VIII. Adjourn

**BY-LAWS**

**OF**

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

Adopted September 3, 2009  
Amended: October 7, 2010  
December 1, 2011  
Amended August 29, 2013  
November 4, 2021  
12/2/21 for January 1, 2022

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**BY-LAWS**  
**OF**  
**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**ARTICLE I - THE CORPORATION**

**SECTION 1. - NAME.**

The Corporation shall be known as "Jefferson County Local Development Corporation."

**SECTION 2. - OFFICES.**

The principal office of the Corporation shall be located within the Offices of the Jefferson County Industrial Development Agency (the "Agency") in the City of Watertown, New York. The Corporation may also have offices at such other places within the State of New York as the Board of Directors may from time to time determine or the activities of the Corporation may require.

**SECTION 3. - PURPOSES.**

The Corporation shall have such purposes as are now or hereafter set forth in its Certificate of Incorporation.

**ARTICLE II - MEMBERSHIP**

**SECTION 1. - COMPOSITION OF MEMBERSHIP.**

The initial Member of the Corporation shall be the Jefferson County Industrial Development Agency (the "Agency"), a public benefit corporation of the State of New York whose members shall serve as the Directors of the Corporation, ex officio, provided, however, that such Directors shall not be the same persons as the Chief Executive Officer ("CEO") or the Chief Financial Officer ("CFO") of the Corporation.

**SECTION 2. - RIGHTS AND POWERS OF THE MEMBERS.**

The Members shall have and exercise all the rights and powers of corporate membership created by the laws of the State of New York, the Certificate of Incorporation and the By-laws of the Corporation.

### SECTION 3. - ANNUAL MEETING OF THE CORPORATION.

The Members shall hold an annual meeting of the Corporation within six months after the end of each fiscal year at a convenient time and place designated by the Members. At the annual meeting, the Members shall appoint Directors for positions where a new directorship is created or the term of a Director has expired, receive the annual report and transact such other business as may properly come before the meeting; provided, however, that that such Directors shall not be the same persons as the CEO or the CFO of the Corporation.

### SECTION 4. - ANNUAL REPORT TO THE MEMBERS.

At the annual meeting of the Corporation, the CEO and the CFO of the Corporation shall present an annual report showing in appropriate detail the following information:

- (a) A complete verified or audited financial statement of the Corporation for the fiscal year immediately preceding the date of the report showing the assets and liabilities, principal changes in assets and liabilities, revenue, receipts, expenses and disbursements of the Corporation; and
- (b) A summary of the activities of the Corporation during the preceding year.

The annual report shall be filed with the minutes of the annual meeting.

### SECTION 5. - SPECIAL MEETING OF THE CORPORATION.

Special meetings of the Corporation may be called at any time by the Chairman and shall be called by the Secretary within fourteen (14) days of receipt of a written request from ten percent (10%) or more of the Members. Such request shall state the purpose or purposes for the proposed meeting. Business transacted at a special meeting shall be confined to the purposes stated in the notice of such meeting.

### SECTION 6. - PLACE OF MEETINGS; ORGANIZATION.

All membership meetings shall be held at the principal office of the Corporation or at such other convenient location as may be determined by the Members of the Corporation. At each membership meeting, the Chairman, or, in his or her absence, the chairperson chosen by a majority of the Members present, shall preside. The Secretary, or in his or her absence, a person chosen by a majority of the Members present, shall keep complete and accurate minutes of the meeting.

### SECTION 7. - NOTICE OF MEMBERSHIP MEETINGS; WAIVERS.

- (a) Notice of each membership meeting shall state the purpose or purposes for which the meeting is called, the place, date and time of the meeting and, unless it is the annual meeting, shall indicate that it is being issued by or at the direction of the person or persons calling the meeting. Such notice shall be given either personally or by mail to each Member not less than

ten (10) nor more than fifty (50) days before the date of the meeting. If mailed, the notice is given when deposited in the United States mail, with postage thereon prepaid, directed to a Member at his or her address as it appears on the record of Members or, if he or she shall have filed with the Secretary a written request that notices be mailed to some other address, then directed to such other address.

(b) Formal notice of meeting need not be given to a Member if he or she executes a waiver of notice, either before or after the meeting. The attendance of a Member at a meeting, without protesting prior to the conclusion of the meeting the lack of notice of such meeting, shall constitute a waiver of notice.

#### SECTION 8. - QUORUM OF MEMBERS.

(a) The presence of at least a majority of the Members shall constitute a quorum for the transaction of business at any annual or special membership meeting.

(b) A majority of the Members present at a meeting, whether or not a quorum is present, may adjourn any membership meeting to another time and place. Notice of the time and place of holding an adjourned meeting need not be given to absent Members if the time and place is announced at the meeting adjourned.

#### SECTION 9. - ACTION BY THE MEMBERS.

(a) Each Member shall be entitled to one vote on each matter properly submitted to the Members for action at any meeting of the Members. Unless otherwise required by law or these Bylaws, the vote of the majority of Members present at the time of a vote at a duly convened meeting, provided a quorum is then present, shall be the act of the Members.

(b) Every Member entitled to vote at a meeting of Members may authorize another person or persons to act for him or her by proxy. Every proxy must be signed by the Member or the Member's attorney-in-fact. No proxy shall be valid after the expiration of eleven (11) months from the date thereof unless otherwise provided in the proxy. Every proxy shall be revocable at the pleasure of the Member executing it, except as otherwise provided by law.

#### SECTION 10. - PROPERTY RIGHTS OF MEMBERS.

The Members shall not have any right or interests in or to the property or assets of the Corporation.



## ARTICLE III - BOARD OF DIRECTORS

### SECTION 1. - POWER OF BOARD OF DIRECTORS.

The Corporation shall be managed by its Board of Directors, which shall establish all general policies governing its operations.

### SECTION 2. - NUMBER, ELECTION AND TERM OF DIRECTORS.

(a) The number of Directors shall be no less than seven but no more than eleven, with seven of such Directors being comprised of the members of the Agency, who are appointed from time to time by the County, and up to an additional four Directors who shall be appointed by the Agency for terms of five years each. The Voting Directors shall exercise all rights of Directors as described herein and in the Certificate of Incorporation or any applicable resolution.

(b) Voting Directors shall be eligible to serve an unlimited number of consecutive terms.

(d) Neither the CEO nor the CFO shall serve as Directors of the Corporation.

### SECTION 3. - RESIGNATIONS AND REMOVAL OF DIRECTORS.

(a) Any Director of the Corporation may resign at any time by giving written notice to the Chairman or the Secretary. The resignation by or removal of a member of the Agency from the Agency board shall have the effect of resignation or removal of that Director of the Corporation. Any such resignation shall take effect at the time specified therein or, if no time is specified, then on delivery. Acceptance of the resignation shall not be necessary to make it effective.

(b) Any Director may be removed from the Board with or without cause by the affirmative vote of the Members.

### SECTION 4. - NEWLY CREATED DIRECTORSHIPS AND VACANCIES.

Newly created directorships resulting from an increase in the number of directors, and vacancies occurring for any reason, shall be filled by the Members as soon as practicable but in no event later than sixty (60) days after the increase or vacancy occurs. A Director elected to fill a vacancy caused by resignation, death, disability or removal shall hold office for the unexpired term of his or her predecessor in office and until a successor is elected and takes office.

### SECTION 5. - ANNUAL MEETING.

The annual meeting of the Board of Directors shall be held after the annual meeting of the Corporation described in Article II, Section 3 above at a convenient time and location

designated by the Board. Written notice of the annual meeting shall be mailed or delivered to each voting Director of the Corporation prior to the meeting.

#### SECTION 6. - ANNUAL REPORT.

The Chairman and the Treasurer shall present at the annual meeting of the Board of Directors a copy of the annual report described in Article II, Section 4 above.

#### SECTION 7. - SPECIAL MEETINGS AND NOTICE.

Special meetings of the Board of Directors may be called at any time by the Chairman or any other officer of the Corporation. Written notice shall be mailed or delivered to each voting Director of the Corporation prior to the meeting. Said notice shall state the purposes, time and place of the special meeting and that no business other than that specified in the notice may be transacted.

#### SECTION 8. - WAIVERS OF NOTICE.

Notice of a meeting need not be given to any voting Director who submits a signed waiver of notice whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to him or her.

#### SECTION 9. - PLACE OF MEETINGS.

The Board of Directors may hold its meetings at such place or places within or outside the State of New York as the voting Directors may from time to time by resolution determine.

#### SECTION 10. – OPEN MEETINGS

To the extent required by law, the Corporation shall comply with the Open Meetings Law of the State of New York, as set forth within Article 7 of the Public Officers Law.

#### SECTION 11. – FREEDOM OF INFORMATION

To the extent required by law, the Corporation shall comply with the Freedom of Information Law of the State of New York, as set forth within Article 6 of the Public Officers Law.

#### SECTION 12. - QUORUM AND ADJOURNED MEETINGS.

(a) A majority of the entire Board of voting Directors shall constitute a quorum for the transaction of business at meetings of the Board. When a quorum is once present to organize a meeting, it shall not be broken by the subsequent withdrawal of any Director(s).

(b) A majority of the voting Directors present, whether or not a quorum is present, may adjourn any Board meeting to another time and place. If a quorum is present at the

adjourned meeting, any business may be transacted that might have been transacted on the original date of the meeting. Notice of the adjourned meeting shall be given to all voting Directors.

(c) Any one or more directors may participate in a meeting of the Board by means of a conference telephone or similar means of communication equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

#### SECTION 13. - ACTION BY THE BOARD OF DIRECTORS.

Any corporate action to be taken by the Board of Directors means action at a meeting of the Board. Each voting Director shall have one vote regarding any corporate action to be taken by the Board. Except as otherwise provided by law or these By-laws, the vote of a majority of the voting Directors present at the time of the vote at a duly convened meeting at which a quorum is present shall be the act of the Board of Directors. All references to actions of the Board of Directors herein and in the Certificate of Incorporation shall mean the affirmative vote of a majority of the voting Directors present at the time of the vote at a duly convened meeting at which a quorum is present.

#### SECTION 14. - ORGANIZATION.

At each Annual Meeting of the Board of Directors, a Chairman, Vice Chairman, Treasurer and Secretary of the Corporation shall be chosen by a majority of the voting Directors present. The Chairman or his or her designated Director shall preside at all meetings of the Corporation's Board of Directors. The Secretary, or, in his or her absence, a person chosen by a majority of the voting Directors present, shall keep complete and accurate minutes of the meeting.

#### SECTION 15. - ATTENDANCE AT MEETINGS.

Attendance at each meeting of the Board shall be recorded by the Secretary in the minutes thereof.

#### SECTION 16. - COMPENSATION.

The Directors shall serve without compensation. All Directors may be reimbursed for reasonable expenses incurred in the performance of corporate duties.

#### SECTION 17. - PROPERTY RIGHTS.

No Director of the corporation shall, by reason of that position, have any rights to or interest in the property or assets of the Corporation.

#### SECTION 18. - CORPORATE COMPLIANCE.

The Corporation shall comply in all respects with applicable provisions of the Public Authorities Accountability Act of 2005 (“PAAA”) and the Public Authority Reform Act of 2009 (“PARA”).

#### SECTION 19. - CODE OF ETHICS; CONFLICT OF INTEREST.

The Corporation shall adopt and maintain a code of ethics and conflict of interest policy that are applicable to members, officers and employees pursuant to Article 18 of the GML, and that at a minimum, includes the standards established in Section 74 of the Public Officers Law.

#### SECTION 20. - ADMINISTRATIVE POLICIES.

The Corporation shall establish policies regarding: investments, travel, property acquisition and disposition, procurement, and, defense and indemnification, and such other policies as determined necessary or desirable by the Board of Directors from time to time.

#### SECTION 21. - BOARD TRAINING.

In accordance with PAAA, Directors of the Corporation must participate in state approved training regarding their legal, fiduciary, financial and ethical responsibilities within one year of appointment.

### ARTICLE IV - COMMITTEES

#### SECTION 1. - STANDING COMMITTEES.

(a) The Standing Committees of the Board shall be as described in subparagraph (b) below. Except as otherwise provided by these By-laws, each Standing Committee shall consist of at least three voting Directors. No Standing Committee shall have authority as to the following matters:

- (i) The submission to the Members of any action requiring its approval;
- (ii) The filling of vacancies on the Board of Directors or any committee;
- (iii) The amendment or repeal of these By-laws or the adoption of new By-laws; or
- (iv) The amendment or repeal of any resolution of the Board which by its terms is not so amendable or repealable.

- (b) The Corporation shall have the following Standing Committees:
- (i) Executive Committee. The Executive Committee shall consist of the officers of the Corporation and the immediate past chairman. The Executive Committee shall exercise the powers of the Board of Directors in the interim between meetings of the directors with general power to discharge the duties of the Board of Directors except as such power from time to time may be limited by the Board.
  - (ii) Governance Committee. The Corporation hereby establishes and shall maintain a Governance Committee that shall: (1) keep the Board of Directors informed of current best governance practices; (2) review corporate governance trends; (3) update the Corporation's corporate governance principles; (4) advise the Council, as the Agency's appointing entity, and the Agency, as sole Member of the Corporation, on the skills and experiences required of potential Board members; (5) examine ethical and conflict of interest issues; (6) perform self-evaluations; and (7) recommend periodic by-law revisions, including rules and procedures for the conduct of business of the Corporation. The Governance Committee shall operate and be governed by charter adopted by the Board of Directors and amended from time to time.
  - (iii) Audit and Finance Committee. The Corporation hereby establishes and shall maintain an Audit and Finance Committee that shall recommend to the Board of Directors the hiring of a certified independent public accounting firm for the Corporation and the compensation to be paid to the accounting firm, provide direct oversight of the performance of the independent audit performed by; the accounting firm hired for such purpose, and to review proposals for the issuance of debt and to make recommendations regarding such proposed issuance. The Audit and Finance Committee shall operate and be governed by charter adopted by the Board of Directors and amended from time to time.

## SECTION 2. - SPECIAL COMMITTEES.

The Board of Directors, by resolution adopted by a majority of the entire Board of voting Directors, may create Special Committees, which shall have only the powers specifically delegated to them and shall in no case have powers which are not authorized for Standing Committees. The members of Special Committees shall be appointed by the Chairman from among the Directors, with the approval of the Board.

## SECTION 3. - MEETINGS.

Meetings of committees shall be held at such times and places as shall be fixed by the respective committee chairmen, or by vote of a majority of all of the members of the committee. Written notice shall be mailed (via regular mail or electronic mail) or delivered to all members of the committee prior to each meeting. Written minutes of the proceedings shall be kept at all committee meetings and shall be submitted at the next meeting of the Board. The Chairman, or his or her designee, may attend all committee meetings.

#### SECTION 4. - QUORUM.

Unless otherwise provided by resolution of the Board of Directors, a majority of all of the members of a committee shall constitute a quorum for the transaction of business.

#### SECTION 5. - MANNER OF ACTING.

Any corporate action to be taken by a committee shall mean such action to be taken at a meeting of the committee. Action by a committee shall be taken by majority vote at a meeting. Any one or more members of a committee may participate in a meeting of the committee by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

### ARTICLE V - OFFICERS

#### SECTION 1. – CHIEF EXECUTIVE OFFICER; CHIEF FINANCIAL OFFICER; OTHER OFFICERS.

The Corporation shall have a Chief Executive Officer (“CEO”), a Chief Financial Officer (“CFO”), and a Secretary and other officers and assistant officers as the Board of Directors may determine. The offices of CEO and Secretary shall not be held by the same person. No Director shall hold the office of CEO or of CFO. The officers shall have such duties as may be prescribed by these By-laws and the Board of Directors.

#### SECTION 2. - TERMS OF OFFICERS.

The officers shall be elected by the voting Directors from among the members of the Board at its annual meeting. Unless a shorter term is provided in the resolution of the Board electing such officer, the term of office of each officer shall extend for one year after his or her election and until a successor is elected or appointed and qualified. Officers shall be eligible to serve an unlimited number of consecutive terms.

#### SECTION 3. - ADDITIONAL OFFICERS.

Additional officers may be elected for such period, have such authority and perform such duties, either in an administrative or subordinate capacity, as the Board of Directors may from time to time determine. Such positions may include an Acting Secretary, and any other position established by the Board of Directors from time to time.

#### SECTION 4. - REMOVAL OF OFFICERS.

Any officer may be removed by vote of the voting Directors, with or without cause, at any time, provided there is a quorum of not less than a majority of the entire Board of voting Directors present at the meeting at which such action is taken.

#### SECTION 5. - RESIGNATION.

Any officer may resign at any time by giving written notice to the Board of Directors, the Chairman or the Secretary. Any such resignation shall take effect at the time specified therein, or, if no time is specified, then on delivery. Acceptance of the resignation shall not be necessary to make it effective.

#### SECTION 6. - VACANCIES.

A vacancy in any office of the Corporation shall be filled by the majority vote of the entire Board of voting Directors.

#### SECTION 7. – CHIEF EXECUTIVE OFFICER.

The CEO shall be the chief executive officer of the Corporation and shall generally supervise all its affairs. The CEO shall perform such other duties as may be assigned to him or her from time to time by the Board of Directors.

#### SECTION 8. - SECRETARY.

It shall be the duty of the Secretary to supervise the preparation of minutes of all meetings of the Members and the Board of Directors and its committees, the giving of all notices required to be given by the Corporation, and the keeping of a current list of the Corporation's Members, Directors and officers and their residence addresses. The Secretary shall be responsible for supervising the preparation and maintenance of the books and records of the Corporation. The Secretary shall attend to such correspondence as may be assigned to him or her and perform all the duties customarily incidental to that office and such other duties as may be assigned to him or her by the Board of Directors or the Chairman. From time to time, the Board of Directors may designate duties of the Secretary to an appointed Acting Secretary who will perform such duties as may be assigned to him or her.

#### SECTION 9. – CHIEF FINANCIAL OFFICER.

It shall be the duty of the CFO to oversee the financial affairs of the Corporation, report at each regular meeting of the Board of Directors, and participate in preparing the annual report of the Corporation and the filing of all required tax returns and other regulatory reports. The CFO shall perform such other duties as may be assigned to him or her by the Board of Directors or the Chairman. From time to time, the Board of Directors may employ or contract with an appointed Acting Treasurer to whom the Board of Directors may designate certain duties of the CFO and other such duties as may be assigned to him or her.

## **ARTICLE VI - CONTRACTS, CHECKS, DRAFTS AND BANK ACCOUNTS**

### **SECTION 1. - EXECUTION OF CONTRACTS.**

The Board of Directors, except as these By-laws otherwise provide, may authorize any officer or officers, agent or agents, employee or employees, in the name of and on behalf of the Corporation, to enter into any contract or execute and deliver any instrument, and such authority may be general or confined to specific instances; but, unless so authorized by the Board of Directors, or expressly authorized by these By-laws, no officer, agent or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable pecuniarily in any amount for any purpose.

### **SECTION 2. - LOANS.**

No loans shall be contracted on behalf of the Corporation unless specifically authorized by the Board of Directors.

### **SECTION 3. - CHECKS, DRAFTS, ETC.**

All checks, drafts and other orders for the payment of money out of the funds of the Corporation, and all notes or other evidences of indebtedness of the Corporation, must be signed on behalf of the Corporation by the Chief Executive Officer and the Secretary, Chief Financial Officer or Acting Secretary.

### **SECTION 4. - DEPOSITS.**

All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Treasurer may recommend and the Board of Directors approves.

### **SECTION 5. - INVESTMENTS.**

The Board of Directors may authorize the Corporation to contract with an investment advisor and custodian to manage its investments in accordance with an investment policy established by the Board.



## **ARTICLE VII - GENERAL**

### **SECTION 1. - SEAL.**

The corporate seal shall have inscribed thereon the name of the Corporation, the year of its organization, and the words "Corporate Seal, New York." The seal may be used by causing it or a facsimile thereof to be impressed or affixed or otherwise reproduced.

### **SECTION 2. - BOOKS AND RECORDS.**

There shall be kept by the Corporation (1) correct and complete books and records of account, (2) minutes and statements of written action by the Members, (3) minutes of the proceedings of the Board of Directors and its committees, (4) a current list of the Members, Directors and officers of the Corporation and their residence addresses, (5) a copy of the Certificate of Incorporation, and (6) a copy of these By-laws.

### **SECTION 3. - INDEMNIFICATION.**

The Corporation shall indemnify each Member, each Director, each officer, and, to the extent authorized by the Board of Directors, each other person authorized to act for the Corporation or on its behalf, to the full extent to which indemnification is permitted under the Not-For-Profit Corporation Law.

### **SECTION 4. - INTERESTED DIRECTORS AND OFFICERS.**

The Board of Directors may adopt a policy regarding conflicts of interest which shall apply to all directors and officers.

## **ARTICLE VIII - FISCAL YEAR**

The fiscal year of the Corporation shall commence on the first day of January of each calendar year and end on the last day of December.

## **ARTICLE IX - RULES OF ORDER AND BYLAW CHANGES**

### **SECTION 1. - RULES OF ORDER.**

Meetings of the Members and the Board of Directors and its committees shall be governed by Robert's Rules of Order, except in cases otherwise provided for by these By-laws.

### **SECTION 2. - BYLAW CHANGES.**

These By-laws may be amended, repealed or adopted only by the Members of the Corporation.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
MISSION STATEMENT

Adopted April 7, 2011  
Amended October 4, 2018  
October 3, 2019  
Reviewed \_\_\_\_\_

I. BACKGROUND:

Pursuant to Chapter 506 of the Laws of 2009, known as the Public Authorities Reform Act of 2009 (“PARA”), which added a new Section 2824-a in Public Authorities Law (“PAL”) of the State of New York (the “State”), 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 (“ABO”) by March 31, 2011.

JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION (hereinafter called the “Corporation”) was established as private, not-for-profit local development corporation of the State as a supporting organization for the County of Jefferson (the “County”) and the Jefferson County Industrial Development Agency (the “Agency”) pursuant to a Certificate of Incorporation (the “Certificate”) filed with the Secretary of State on September 9, 2009 pursuant to and in accordance with Section 1411 of the Not-for-Profit Corporation Law (“N-PCL” and herein, the “LDC Act”) and constitutes a “Local Authority” 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 (“PAAA”).

The Corporation was established exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to relieve and reduce unemployment, promote and provide for additional and maximum employment, better and maintain job opportunities, and lessen the burden of government and act in the public interest. Pursuant to the LDC Act and the Certificate, the Corporation is vested with powers to accomplish these corporate purposes.

The Agency serves as the sole Member of the Corporation and the Directors of the Corporation are appointed by the Agency Board. Pursuant to and in accordance with the LDC Act, the Corporation has adopted By-laws governing the actions and activities of the Directors of the Corporation, along with its officers and employees. In accordance with the LDC Act, PAAA and PARA, the Corporation has further adopted and complies with the following corporate policies (collectively, the “Corporation Policies”):

- a) Corporation Audit/Finance Committee Charter;
- b) Corporation CEO & CFO Annual Report Certification;

- c) Corporation Certification of No Conflict of Interest;
- d) Corporation Code of Ethics Policy;
- e) Corporation Compensation, Reimbursement and Attendance Policy;
- f) Corporation Conflicts of Interest Policy;
- g) Corporation Defense and Indemnification Policy;
- h) Corporation Discretionary Funds Policy;
- i) Corporation Disposition of Real Property Guidelines;
- j) Corporation Equal Employment Opportunity Policy;
- k) Corporation Extension of Credit to Board Members and Officers;
- l) Corporation Fixed Asset Policy;
- m) Corporation Governance Committee Charter;
- n) Corporation Independent Director Certification;
- o) Corporation Information Security Policy;
- p) Corporation Investment Policy with Internal Controls;
- q) Corporation Lending/Collection Policy and Procedures;
- r) Corporation Policy for Charge Card Expenditures;
- s) Corporation Policy Regarding Possession and Use of Electronic Devices;
- t) Corporation Procurement Policy;
- u) Corporation Real Property Acquisition Guidelines;
- v) Corporation Records Retention and Disposition Schedule MI-1;
- w) Corporation Sexual Harassment Policy;
- x) Corporation Travel Policy; and
- y) Corporation Whistleblower Policy.

In addition, as a public benefit corporation of the State, the Corporation is subject to and complies with applicable provisions of the Public Officers Law, including the Open Meetings Law (“OML”) and Freedom of Information Law (“FOIL”), along with the State Environmental Quality Review Act (“SEQRA”).

## II. CORPORATION MISSION STATEMENT

The Corporation was established pursuant to the LDC Act with purposes and powers as set forth within the Certificate, and the Corporation’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. In furtherance of the purposes and powers vested in the Corporation pursuant to the LDC Act, the Corporation shall undertake projects, programs and initiatives to achieve the purposes as set forth within the LDC Act. In addition, and in doing so, the Corporation shall adhere to its adopted policies and applicable statutory requirements, including PAAA, PARA, OML, FOIL, and SEQRA.

The Corporation’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 Corporation’s purposes and Mission. In furtherance of these stated goals, the Corporation 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 local authorities.

### III. ANNUAL PERFORMANCE REVIEW MEASURES

The Corporation shall annually review this Mission Statement and identify whether the Corporation (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 Corporation, the Agency and the County. In furtherance of the foregoing Performance Measures, the Corporation shall further undertake the following annual measures:

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

## Authority Mission Statement and Performance Measurements

**Name of Public Authority:** Jefferson County Local Development Corporation

**Public Authority's Mission Statement:**

To advance the job opportunities, health, general prosperity and economic welfare of the people of the County.

**Date Adopted:** April 7, 2011, Reviewed \_\_\_\_\_

**List of Performance Goals:**

1. Loans approved
2. Job Creation
3. Job Retention
4. Capital Investment Leveraged

**Additional questions:**

1. **Have the board members acknowledged that they have read and understood the mission of the public authority?**

Yes, the Board of Directors of the JCLDC have read and understand the mission statement that was adopted on April 7, 2011.

2. **Who has the power to appoint the management of the public authority?**

The Board of Directors has the power to appoint the management of the JCLDC.

3. **If the Board appoints management, do you have a policy you follow when appointing the management of the public authority?**

The JCLDC's bylaws give the Board of Directors authority to appoint a Chief Executive Officer following a competitive search process under the direction of the Executive Committee.

4. **Briefly describe the role of the Board and the role of management in the implementation of the mission.**

The role of the Board of Directors regarding the implementation of the JCLDC's mission is to provide oversight, input, policy setting and validation that serve to fulfill measurements and results. The Board annually reviews and approves the Corporation's mission.

The role of management in the implementation of the mission is to collaborate with the Board of Directors using established programs, policies, and activities as directed by the Board of Directors.

**5. Has the Board acknowledged that they have read and understood the responses to each of these questions?**

Yes, the Board of Directors acknowledged their understanding of the responses to each of these questions in public session.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**DISPOSITION OF REAL PROPERTY GUIDELINES**

Adopted October 7, 2010

Amended 12/1/11

Reviewed \_\_\_\_\_

**SECTION 1. DEFINITIONS.**

A. "Contracting officer" shall mean the officer or employee of Jefferson County Local Development Corporation (hereinafter, the "Corporation") who shall be appointed by resolution to be responsible for the disposition of property.

B. "Dispose" or "disposal" shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the New York State Public Authorities Law.

C. "Property" shall mean personal property in excess of five thousand dollars (\$5,000.00) in value, and real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party

**SECTION 2. DUTIES.**

A. The Corporation shall:

- (i) maintain adequate inventory controls and accountability systems for all property owned by the Corporation and under its control;
- (ii) periodically inventory such property to determine which property shall be disposed of;
- (iii) produce a written report of such property in accordance with subsection B herewith; and
- (iv) transfer or dispose of such property as promptly and practicably as possible in accordance with Section 2 below.

B. The Corporation shall:

- (i) publish, not less frequently than annually, a report listing all property owned in fee by the Corporation. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Corporation and the name of the purchaser for all such property sold by the Corporation during such period; and

- (ii) shall deliver copies of such report to the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, and the New York State Legislature (via distribution to the Majority Leader of the Senate and the Speaker of the Assembly).

### **SECTION 3. TRANSFER OR DISPOSITION OF PROPERTY.**

A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the "Contracting Officer") shall have supervision and direction over the disposition and sale of property of the Corporation. The Corporation shall have the right to dispose of its property for any valid corporate purpose.

B. Custody and Control. The custody and control of Corporation property, pending its disposition, and the disposal of such property, shall be performed by the Corporation or by the Commissioner of General Services when so authorized under this section.

C. Method of Disposition. Unless otherwise permitted, the Corporation shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Corporation and/or contracting officer deems proper. The Corporation may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, no disposition of real property, any interest in real property, shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction and provided further, that no disposition of any other property, which because of its unique nature or the unique circumstances of the proposed transaction is not readily valued by reference to an active market for similar property, shall be made without a similar appraisal.

D. Sales by the Commissioner of General Services (the "Commissioner"). When the Corporation shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Corporation may enter into an agreement with the Commissioner pursuant to which the Commissioner may dispose of property of the Corporation under terms and conditions agreed to by the Corporation and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the contracting officer shall be deemed to refer to such Commissioner.

E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Corporation, purporting to transfer title or any other interest in property of the Corporation in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to closing.



F. Bids for Disposal; Advertising; Procedure: Disposal by Negotiation Explanatory Statement.

- (i) Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Corporation shall be made after publicly advertising for bids except as provided in subsection (iii) of this Section F.
- (ii) Whenever public advertising for bids is required under subsection (i) of this Section F:
  - (A) the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;
  - (B) all bids shall be publicly disclosed at the time and place stated in the advertisement; and
  - (C) the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Corporation, price and other factors considered; provided, that all bids may be rejected at the Corporation's discretion.
- (iii) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (i) and (ii) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:
  - (A) the personal property involved has qualities separate from the utilitarian purpose of such property, such as artistic quality, antiquity, historical significance, rarity, or other quality of similar effect, that would tend to increase its value, or if the personal property is to be sold in such quantity that, if it were disposed of under subsections (i) and (ii) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;
  - (B) the fair market value of the property does not exceed fifteen thousand dollars (\$15,000.00);
  - (C) bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;
  - (D) the disposal will be to the state or any political subdivision or public benefit Corporation, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;
  - (E) such action is otherwise authorized by law.

(iv) Exceptions to Publicly Advertising for Bids and Obtaining Fair Market Value

(A) No assets owned, leased or otherwise in the control of the Corporation may be sold, leased, or otherwise alienated for less than its FMV except if:

- (1) Transferee is a government or public entity and terms of transfer require ownership and use to remain with the government or public entity; or
- (2) Purpose of transfer is within purpose, mission or statute of the Corporation; or
- (3) Written notification to Governor, Speaker, and Temporary President. Such notification is subject to denial. Denial by Governor is in the form of a certification. Denial by legislature is in the form of a resolution. Denial must be made within 60 days of receiving notification during January through June. Provided no denial then Corporation may effectuate transfer. However, a local Agency may obtain local approval from the chief executive and legislature of the political subdivision in lieu of the notification to the Governor, Speaker and Temporary President provided the local Corporation's enabling legislation provides for such approval and the property was obtained by the Corporation from the political subdivision.

(B) If below FMV transfer is proposed, the following information is required to be provided to the Corporation's board and the public:

- (1) Description of Asset;
- (2) Appraisal of the FMV of the asset;
- (3) Description of purpose of transfer, the kind and amount of the benefit to the public resulting from the transfer such as jobs and wages created or preserved;
- (4) Value received compared to FMV;
- (5) Names of private parties to the transaction and value received;
- (6) Names of private parties that have made an offer, the value of offer, and purpose for which the asset would have been used.

(C) Board must make a written determination that there is no reasonable alternative to the proposed below-market transfer that would achieve the same purpose of such transfer.

(v) 90 Day Notice of Negotiated Disposals:

(A) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:

(1) any personal property which has an estimated fair market value in excess of fifteen thousand dollars (\$15,000.00);

(2) any real property that has an estimated fair market value in excess of one hundred thousand dollars (\$100,000.00), except that any real property disposed of by lease or exchange shall only be subject to clauses (3) and (4) of this subparagraph;

(3) any real property disposed of by lease if the estimated annual rent over the term of the lease is in excess of \$15,000; or

(4) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.

(B) Each such statement shall be transmitted to the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New York State Office of General Services, and the New York State Legislature (via distribution to the Majority Leader of the Senate and the Speaker of the Assembly) not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Corporation making such disposal.

This Policy is subject to modification and amendment at the discretion of the Corporation and shall be filed annually with all local and state agencies as required under all applicable law.

The designated Contracting Officer for the Corporation is the Chief Executive Officer of the Corporation.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**

**INVESTMENT POLICY**

Adopted 09/03/09 – Amended 12/01/11

11/04/21

Reviewed \_\_\_\_\_

**I. INVESTMENT AND DEPOSIT POLICY**

**A. Introduction**

1. Scope – This investment and deposit policy applies to all monies and other financial resources available for investment and deposit on behalf of the Jefferson County Local Development Corporation (the "Corporation") or on behalf of any other entity or individual.
2. Objectives – The primary objectives of the Corporation's investment activities are, in priority order:
  - a. to conform to all applicable federal, state and other legal requirements (legal);
  - b. to adequately safeguard principal (safety);
  - c. to provide sufficient liquidity to meet all operating requirements (liquidity); and
  - d. to obtain a reasonable rate of return (yield).
3. Prudence – All participants in the investment process and all participants responsible for depositing the Corporation's funds shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair confidence in the Corporation to govern effectively.

Investments and deposits shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process and all participants responsible for depositing the Corporation's funds shall refrain from personal business activity that could conflict with proper execution of the investment program or the deposit of the Corporation's funds or which could impair their ability to make impartial investment decisions.

4. Diversification – It is the policy of the Corporation to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.
5. Internal Controls
  - a. All money's collected by an officer or employee of the Corporation shall be immediately deposited in such depositories and designated by the Corporation for the receipt of such funds.
  - b. The Corporation shall maintain or cause to be maintained a proper record of all book, notes, securities or other evidences of indebtedness held by the Corporation for investment and deposit purposes.
  - c. The Corporation is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that: (i) deposits and investments are safeguarded against loss from unauthorized use or disposition, (ii) transactions are executed in accordance with management's authorization and recorded properly and (iii) all deposits, investments and transactions are managed in compliance with applicable laws and regulations.
6. Designation of Depositories

The Corporation shall designate as depositories of its money those banks and trust companies authorized to serve as such pursuant to applicable law.

## B. Investment Policy

### 1. Permitted Investments

Pursuant to Section 512 of the Not-For-Profit Corporation Law ("N-PCL"), the Corporation is authorized to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts,\*
- b. Certificates of deposit,\*

- c. Obligations of the United States of America;\*\*
- d. Obligations guaranteed by agencies of the United States of America where payment of principal and interest are guaranteed by the United States of America;\*\*
- e. Obligations of the State of New York;\*

\* Special time deposit accounts and certificates of deposit are permitted investments provided that (1) they shall be payable within such time as the proceeds shall be needed to meet expenditures for which the moneys were obtained and (2) they are collateralized in the same manner as set forth in Section VII (C) below for deposits of public funds.

\*\* All investment obligations shall be payable or redeemable at the option of the Corporation within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Corporation within two years of the date of purchase.

## 2. Authorized Financial Institutions and Dealers

The Corporation shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Corporation. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Executive Director or Chairman is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

## 3. Purchase of Investments

The Corporation may contract for the purchase of investments:

a. Directly, including through a repurchase agreement, from an authorized trading partner.

b. By participation in a cooperative investment program with another authorized governmental entity pursuant to the N-PCL where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.

c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Corporation by the bank or trust company shall be held pursuant to a written custodial agreement as described in the N-PCL.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Corporation a perfected interest in the securities.

#### 4. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- a. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

- c. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d. No substitution of securities will be allowed.
- e. The custodian shall be a party other than the trading partner.

C. Deposit Policy

1. Collateralization of Deposits

All deposits of the Corporation, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a. By pledge of “eligible securities” with an aggregate “market value” as provided by the N-PCL, equal to the aggregate amount of deposits from the categories designated in Exhibit A attached hereto.
- b. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least on nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- c. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The terms and conditions of any eligible surety shall be approved by the governing board.



## 2. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Corporation or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Corporation a perfected interest in the securities.

A-1  
**EXHIBIT A**

**SCHEDULE OF ELIGIBLE SECURITIES**

- (1) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest by the United States of America, an Agency thereof or a United States government sponsored corporation.
- (2) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- (3) Obligations partially insured or guaranteed by any Corporation of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- (4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation or such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- (5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (6) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (7) Obligations of countries, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest categories by at least one nationally recognized statistical rating organization.
- (8) Obligations of domestic corporations rated one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (9) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (10) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.
- (11) Zero Coupon obligations of the United States government marketed as "Treasury strips".

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION  
FINANCIAL INTERNAL CONTROL SYSTEM**

Adopted December 1, 2011

Amended 11/4/21

Reviewed \_\_\_\_\_

These procedures are developed to provide an internal control structure to preserve the assets of the organization. Procedures shall be reviewed at least annually by the independent auditors who will make recommendations to the Board of Directors for suggested changes. Interim changes may be recommended by management; however, such changes shall not be implemented until approved by independent auditors and the board.

The following are daily procedures for processing cash receipts and disbursements:

**CASH RECEIPTS:**

The Finance Assistant or Executive Assistant shall open the daily mail and enter all cash payments in the accounting system. He/she shall make copies of the checks received and file same in the folder for the proper application of the payment.

Weekly, or as needed, the Chief Financial Officer or Finance Assistant shall prepare the bank deposit.

The Executive Assistant or Finance Assistant shall make all deposits.

The Chief Financial Officer shall be responsible assuring that all cash/checks are locked in the safe prior to deposit.

Upon completion of the deposit the Chief Financial Officer or Finance Assistant shall enter the deposit into the daily cash receipts record, and post the payments to the proper G/L accounts. A separate record is made of all checks posted, and is compared to checks received (by the Finance Assistant or Executive Assistant).

Discrepancies between checks received and posted shall be investigated at once and reported to the Chief Executive Officer if not reconciled.

All loan payments shall be entered on the appropriate amortization schedule with the date received.

All bank accounts shall be reconciled monthly and must agree with the General Ledger. Bank accounts shall be reconciled by the Finance Assistant and approved by the Chief Executive Officer, Treasurer or Chief Financial Officer.

**CASH DISBURSEMENTS:**

All purchases must be made according to the procurement policy. Procurement Policies must be reviewed annually and approved by the Board of Directors.

All invoices received shall be reviewed by the Chief Financial Officer and verified for accuracy and completeness. The Finance Assistant or Chief Financial Officer shall code all invoices and enter them in the system as payables. The Chief Financial Officer shall review all invoices prior to payment.

All invoices must be approved and properly initialed by an authorized signer prior to payment. Prior to filing paid invoices the Finance Assistant will review all invoices for required information; missing information must be complete prior to filing.

All reimbursement for expense reports must be audited by the Chief Financial Officer and approved by the Chief Executive Officer prior to payment. Complete detail of expenses and mileage reimbursement, with receipts must be provided. Mileage reimbursement shall be at the IRS approved rate. Expenses in excess of \$25.00 must have receipts, unless approved by the Chief Executive Officer or Treasurer.

The Chief Executive Officers expense report shall be audited by the Chief Financial Officer and approved by the Board Treasurer prior to issuing check. The Chief Executive Officer must provide a separate business mileage record to the Chief Financial Officer monthly.

Checks in an amount greater than \$1,000 require two authorized signatures. Authorized signers shall be approved by the Board of Directors.

The Chief Financial Officer will not be an authorized signer.

Checks less than \$1,000 will require only one signature by an authorized signer of the corporation.

An authorized signer may not sign his/her check for reimbursement of approved travel, unless signed by a second officer of the corporation.

**FINANCIAL STATEMENTS:**

Financial statements and supporting schedules shall be prepared monthly by the Chief Financial Officer or Finance Assistant in a format approved by the Board of Directors.

A standard Income Statement and Balance Sheet with the following supporting schedules will be provided:

Miscellaneous Receivables  
Cash Disbursements  
Cash Receipts- General Account  
Unrestricted Aged Payables  
Detailed Activity on All loan Funds  
Special reports as requested by the board.

General Ledger accounts to be reconciled on an ongoing basis.

All Financial Statements shall be reviewed by the Chief Executive Officer or Treasurer prior to presentation to the board.

All investment of funds must be in accordance with investment policies. Investment activities shall be reported to the board monthly. All investment decisions must have the Chief Executive Officers approval after review for compliance with current investment policies.

The Chief Financial Officer will provide a monthly detail of investments to include maturity date and percentage return.

**JEFFERSON COUNTY LOCAL DEVELOPMENT CORPORATION**  
**PROCUREMENT POLICY**

Adopted 10/7/10 – Amended 12/3/15

Reviewed \_\_\_\_\_

A. Introduction

1. Scope – In accordance with the Not-For-Profit Corporation Law (the “N-PCL”) and the Public Authorities Accountability Act of 2005, Jefferson County Local Development Corporation (the “Corporation”) desires to adopt procurement policies which will apply to the procurement of goods and services to be paid for by the Corporation for its own use and account.
2. Purpose – Pursuant to the N-PCL, the primary objectives of this policy are to assure the prudent and economical use of the Corporation’s monies, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

B. Procurement Policy

1. Determination Required – Prior to commencing any procurement of goods and services, the President/CEO or an authorized designee shall prepare a written statement setting forth the basis for (1) the determination that competitive bidding is not required for such procurement, and if applicable (2) the determination that such procurement is not subject to any requirements set forth in this policy. Such written statements shall be maintained by the President/CEO or such authorized designee in a specially designated procurement file.
2. Procedure for determining whether Procurements are subject to Competitive Bidding – The procedure for determining whether a procurement of goods and services is subject to competitive bidding shall be as follows:
  - a. The President/CEO or an authorized designee shall make the initial determination as to whether competitive bidding is required. This determination will be based whether the Corporation contemplates expenditures of (1) the performance of any construction contract (services, labor or

construction), and (2) for any purchase contract (acquisition of commodities, materials, supplies or equipment).

- b. The President/CEO or such authorized designee shall review the purchase request against prior years' expenditures, if any, and a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate purchases of a similar nature will exceed the above competitive bidding procedures shall be followed for said expenditure.
  - c. The President/CEO or such authorized designee shall present any legal issues regarding the applicability of the competitive bidding requirements stated herein to the Corporation's Counsel.
3. Methods of Competition to be used for Non-Bid Procurements and Procurements Exempt by Statute – Alternative proposals or quotations for goods and services may be secured by use of written requests for proposals ("RFP"), requests for qualifications ("RFQ"), and/or written quotations, verbal quotations or any other method of procurement which furthers the purposes of this Section.
4. Procedures for the Purchase of Commodities, Equipment or Goods:
- a. Up to \$500 The discretion of the President/CEO or authorized designee.
  - b. \$501 - \$3,000 Documented verbal quotations from at least three vendors.
  - d. \$3,001 - \$10,000 and up- Written/fax quotations from at least three vendors.
5. Procedures for the Purchase of Construction or other Services:
- a. Up to \$1000 The discretion of the President/CEO or authorized designee.
  - b. \$1,001 - \$5,000 Documented verbal quotations from at least three vendors.

- c. \$5,001 - \$20,000 and up Written/fax quotations from at least three vendors.

6. Basis for the Award of Contracts – Contracts will be awarded to the lowest responsible vendor who meets the specifications.

7. Circumstances justifying an Award to other than the Lowest Cost quoted.

- a. Delivery requirements
- b. Quality requirements
- c. Quality
- d. Past vendor performance
- e. The unavailability of three or more vendors who are able to quote on a procurement.
- f. It may be in the best interests of the Corporation to consider only one vendor who has previous expertise with respect to a particular procurement.

8. Documentation

a. For each purchase made the President/CEO or authorized designee shall set forth in writing the category of procurement that is being made and what method of procurement is specified.

b. The basis for any determination that competitive bidding is not required shall be documented, in writing, by the President/CEO or such authorized designee, and filed with the purchase order or contract therefore.

c. For those items not subject to competitive bidding such as professional services, emergencies, purchased under city contracts or procurements from sole sources, documentation should include a memo to the files which details why the procurement is not subject to competitive bidding and include, as applicable:

- (1) a description of the facts giving rise to the emergency and that they meet the statutory criteria; or
- (2) a description of the professional services; or
- (3) written verification of city contracts; or
- (4) opinions of Counsel, if any; or
- (5) a description of sole source items and how such determinations were made.



d. Whenever an award is made to other than the lowest quote the reasons for doing so shall be set forth in writing and maintained in the procurement file.

Whenever the specified number of quotations cannot or will not be secured, the reasons for this shall be indicated in writing and maintained in the procurement file.

9. Exceptions to Bidding

a. Professional Services – This category includes services which require special education and/or training, license to practice or are creative in nature. Examples of professional services are: lawyers, doctors, accountants, engineers, artists, etc.

b. Emergency Situation – An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the municipality or of the citizens. With approval by the President/CEO such emergency shall not be subject to competitive bidding or the procedures stated above.

c. Resolution Waiving Bidding Requirements – The Corporation may adopt a resolution waiving the competitive bidding requirements whenever it is determined to be impracticable.

d. Sole Source – Defined as a situation when there is only one possible source from which to procure goods and/or services and it is shown that the item needed has unique benefits, the cost is reasonable for the product offered and there is no competition available. In this situation, a request for a resolution waiving bidding requirements, as described above, is required.

e. Single Source – Defined as a situation in which, although two or more contractors can supply the required product or services, the corporation has determined that it is in its best interest to procure from a particular contractor or vendor without seeking competitive quotes or proposals due to overriding considerations; and for which the reasonableness of cost can be determined. Examples would include the following:

- The selected contractor has familiarity or previous experience with the particular project for which services are needed, helping to ensure continuity, effectiveness, and efficient completion;

- The corporation has a specific design or specification for which it feels the selected contractor is best suited to deliver;
- The corporation needs maintenance for a particular piece of equipment, and that maintenance must be provided by a particular vendor to maintain the warranty.

In any case where a single source contract is awarded, the corporation shall document in the procurement record the circumstances leading to the selection of the vendor, including the alternatives considered, the rationale for selecting the specific vendor and the basis upon which it determined the cost was reasonable.

f. True Lease – Prices will be obtained through quotations whenever possible. The award shall be made on the basis of goods and/or services to be provided, ability to meet the specifications desired and price.

g. Insurance – All insurance policies shall be procured in accordance with the following procedures:

(1) Premium less than \$10,000 – documented telephone quotations from at least three agents (if available).

(2) Premium over \$10,001 – written quotations/fax or proposals from at least three agents (if available)

10. Minority and Women Business Enterprises – It is the goal of the Corporation to provide opportunities for the purchase of goods and services from certified minority and/or women-owned business enterprises (“M/WBE”). To that end, the Corporation shall use its best efforts to solicit bids and proposals from such businesses by utilizing available lists of M/WBE firms certified with the County of Jefferson and/or the State of New York and by notifying them of opportunities to submit proposals and/or bids for goods or services when practical. Such certified M/WBE firms will be provided sufficient time to submit proposals and/or bids in response to any solicitations.
11. Input from members of the Corporation – Comments concerning the procurement policy shall be solicited from the members of the Corporation from time to time.

12. Annual Review – the Corporation shall annually review its policies and procedures.
13. Unintentional Failure to Comply – The unintentional failure to comply with the provisions of this policy shall not be grounds to void action taken or give rise to a cause of action against the Corporation or any officer thereof.

**Summary Results of Confidential Evaluation of Board Performance  
2022**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
1	Board members have a shared understanding of the mission and purpose of the Authority.	10			
2	The policies, practices and decisions of the Board are always consistent with this mission.	10			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	10			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	10			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	6	4		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	10			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	10			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	9	1		
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	8	1		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	7	3		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	10			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	8	2		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	10			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	9	1		
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	7	3		
16	Board members demonstrate leadership and vision and work respectfully with each other.	10			

Name of Authority: Jefferson County Local Development Corporation

Date Completed:

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
1	Board members have a shared understanding of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the Board are always consistent with this mission.	X			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	X			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	X			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	X			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	X			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	X			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	X			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	X			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	X			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	X			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	X			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	X			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	X			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	X			
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 11/1/22

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	e			
2	The policies, practices and decisions of the Board are always consistent with this mission.	e			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	e			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	e			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.		e		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.				
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	e			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	e			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	e			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	e			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	e			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.		e		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	e			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	e			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	e			
16	Board members demonstrate leadership and vision and work respectfully with each other.	e			

Date Completed: 11-2-22

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the Board are always consistent with this mission.	X			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	X			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	X			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.		X		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	X			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	X			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	X			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	X			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	X			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	X			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	X			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	X			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	X			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	X			
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 11-2-2022

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the Board are always consistent with this mission.	X			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	X			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	X			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.		X		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	X			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	X			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	X			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	X			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.		X		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	X			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	X			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	X			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	X			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.		X		
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 11-1-2022



**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the Board are always consistent with this mission.	X			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	X			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	X			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	X			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	X			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	X			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	X			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	X			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	X			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	X			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	X			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	X			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	X			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	X			
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 11/3/2022

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
1	Board members have a shared understanding of the mission and purpose of the Authority.	✓	✓		
2	The policies, practices and decisions of the Board are always consistent with this mission.	✓	✓		
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	✓	✓		
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	✓	✓		
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	✓	✓		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	✓	✓		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	✓	✓		
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	✓	✓		
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	✓	✓		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	✓	✓		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	✓	✓		
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	✓	✓		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	✓	✓		
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	✓	✓		
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	✓	✓		
16	Board members demonstrate leadership and vision and work respectfully with each other.	✓	✓		

Date Completed: 11/3/22

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	✓			
2	The policies, practices and decisions of the Board are always consistent with this mission.	✓			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	✓			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	✓			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.		✓		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	✓			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	✓			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.		✓		
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.		✓		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.		✓		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	✓			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.		✓		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	✓			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.		✓		
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.		✓		
16	Board members demonstrate leadership and vision and work respectfully with each other.	✓			

Date Completed: 11/6/22

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	*			
2	The policies, practices and decisions of the Board are always consistent with this mission.	*			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	*			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	*			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	*			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	*			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	*			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	*			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	*			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	*			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	*			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	*			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	*			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	*			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	*			
16	Board members demonstrate leadership and vision and work respectfully with each other.	*			

Date Completed: 11-7-2022

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the Board are always consistent with this mission.	X			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	X			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	X			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	X			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	X			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	X			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	X			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.		X		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	X			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	X			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	X			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	X			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.			X	
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 11/7/22

**Jefferson County Local Development Corporation  
2022 Confidential Evaluation of Board Performance**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
1	Board members have a shared understanding of the mission and purpose of the Authority.	✓			
2	The policies, practices and decisions of the Board are always consistent with this mission.	✓			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	✓			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	✓			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	✓			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	✓			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	✓			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	✓			
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	✓			
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	✓			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	✓			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	✓			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	✓			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	✓			
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	✓			
16	Board members demonstrate leadership and vision and work respectfully with each other.	✓			

Date Completed: 8 Nov 2022

## **D. Guidelines for JCLDC Equipment / Property Use**

### ~~1. Personal Use of Communication Devices~~

- ~~a. Except for personal emergencies, telephone and other communication system devices shall be used for JCLDC business only.~~

### **1. Cell phone policy:**

We recognize that smartphones are an integral part of everyday life and are a great asset if used for productivity apps, calendars, business calls, and the like. However, smartphones may also be a detriment to focus and efficiency if used unwisely and excessively during business hours. Excessive or improper use of cell phones can disturb fellow employees; distract employees from their own work; create security issues by misuse of the devices or the agency's internet connection; and may cause safety issues when used inside vehicles or areas where phones are prohibited. The JCLDC therefore expects all employees to use cell phones in a sensible manner during work hours.

This policy applies to the use of personal cell phones and to cell phones provided by the agency.

#### **Agency provide cell phones:**

The JCLDC supplies cell phones to those employees who require work-related communication and need to be reachable outside of normal business hours and/or during work-related activities outside of the office. Communication devices supplied to the employee may be used for both organizational and personal use. However, the communication devices are the property of the JCLDC, not the employee. At no time shall the device be used for any illegal, and/or inappropriate activity. The employee is financially responsible for any physical damage done to the device. The employee shall reimburse and/or pay directly for the cost of repair and/or replacement should the device become damaged as a result of the employee's misuse. The agency provided phone must be returned at the conclusion of the employee's employment

#### **Employees are not allowed to:**

Play games on their cell phone (personal or company-issued) during work hours.  
Use their device's camera or microphone to record confidential business information.  
Use their device (personal or company-issued) for any reason while driving an agency-owned vehicle, or when using a rental or personal vehicle for agency-related travel.  
Use their device in an area where cell use is explicitly prohibited (e.g., some courthouses, laboratories, meetings).  
Disturb colleagues by speaking on their phone for personal reasons during work hours.  
Download, upload, or view inappropriate, illegal, or obscene material on any device or over the business's internet connection.

#### **Permissible activities:**

Employees are allowed to:  
Make business calls.  
Check important messages.

Use productivity apps.  
Make brief personal calls away from the workspace of colleagues.  
Use their phones and devices during breaks.  
Use their phones and devices during the lunch hour.  
Use their phone or device while in a parked vehicle.

~~2. Personal Use of Company / Organization Property~~

- ~~a. Employees will not conduct private meetings with individuals in JCLDC facilities other than JCLDC business-related meetings.~~
- ~~b. Employees will not use JCLDC property or equipment for personal use.~~

Facilities are frequently made available for use by local businesses and various community organizations.

3. Use of Company / Organization Vehicles

- a. JCLDC vehicles, if available, shall be used for JCLDC business-related purposes only. Employees must abide by all traffic rules and regulations while operating any JCLDC vehicle or one rented for agency-related business.
- b. Prior to operating any JCLDC vehicle, the Employee must inspect the vehicle for damage, flat tires, and to ensure that all lights are operable. If, during the use of a JCLDC vehicle, any mechanical or safety issues with a vehicle are discovered or suspected, the Employee must report such issues to the Chief Executive Officer as soon as it is practical and safe to do so.
- c. The use of any portable electronic devices, except when utilizing approved and legal hands-free components, is prohibited while operating a JCLDC vehicle or rental vehicle.

4. Personal Use of computers, Electronic Equipment and Software

- a. Employees will not use JCLDC computer equipment, electronic equipment or licensed software programs (“Devices”) for any purpose other than JCLDC business. JCLDC reserves the right to access all files, including any files that may be personal, at any time, without advance notice.
- b. Portable Devices of any kind must be safeguarded at all times while away from the office so as to prevent theft or damage.
- c. Software purchased by and licensed to JCLDC cannot be copied or downloaded to any other Device. JCLDC allows only approved licensed software on any Device in the office or connected to the JCLDC network. Employees may not copy to or load software from user groups, electronic bulletin boards, friends, or any other source on any network Device unless granted permission.

- 5. Use of Credit Card(s) provided by the JCLDC must be restricted to purchases and/or activities directly associated with JCLDC business. Credit Cards are not to be loaned or assigned to any other person(s). The individual assigned the Credit Card is responsible for any and all expenses incurred through the use of the card. All expenses must be accounted for using the Credit Card



Voucher along with receipts (sample form is presented in Appendix #7 of this document).

6. Safely operating a motor vehicle requires a driver's full attention. Employees must comply with all state and federal regulations regarding cellular telephone usage. New York State prohibits the use of hand held cellular telephones while operating motor vehicles. Therefore, Employees operating motor vehicles cannot conduct business while using cellular telephones unless they pull over and stop, or use a hands-free device. When job responsibilities require regular driving and accepting business calls, hands-free equipment shall be used. Liabilities for traffic violations resulting from the use of cellular telephones are the sole responsibility of the Employee.