

**Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810**

**Minutes of the Regular Meeting
February 27, 2020**

- I. Call to Order:** The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:00 p.m. by Chairman, Mike Nisbet at their offices at 7234 State Route 54, Bath, New York 14810. Chairman Nisbet indicated that a quorum was present.

Present:	Mike Nisbet	Chairman
Board	Scott VanEtten	Vice Chairman
	Tony Russo	Treasurer
	Mark Alger	Secretary
	Mike Doyle	Member
	Chris Sharkey	Member
Absent:	Dean Strobel	Member
Staff:	James Johnson	Executive Director
	Kathy Forester	Administrative Assistant
	Jill Staats	IDA Staff
	Keri Allison	IDA Staff
	Russ Gaenzle	Counsel
	Jeff Evans	Counsel

II. Administrative Oath

Sue Cranmer, Steuben County Clerk's Office administered the oath of office to newly elected board members, Scott VanEtten, Tony Russo, and Mike Nisbet.

- III. Secretary's Report:** A motion to approve the December 11, 2019 Steuben Area Economic Development Corporation Regular Meeting minutes was made by Mike Doyle, seconded by Mark Alger. All in favor. Approved.

- IV. Treasurer's Report:** Nothing to report.

V. New Business

a. Policy Review

Harris Beach, LLC has completed a full review of all SAEDC policies to ensure compliance with current regulations. Jamie recommended to the board that all policies be adopted as currently written with the exception of one change; the Expenditure Policy should have a change in the language replacing the title of "Administrative Assistant" to "Finance and Compliance Manager" to align with Keri Allison's title for the responsibilities outlined in that policy. A motion was made by Mark Alger, seconded by Chris Sharkey. All in favor. Approved.

The following policies were included in this review, and a copy was provided to all Board members:

- Compensation Reimbursement and Attendance
- Defense and Indemnification
- EEO Policies for Personnel Handbook
- Real Property Acquisition
- Sexual Harassment Prevention
- Sexual Harassment Complaint Form
- Audit-Finance Charter
- Capitalization
- Code of Ethics/Whistleblower Policy
- Expenditure Policy Procedure
- Fee Schedule
- Financial Controls
- Governance Committee Charter
- Investment Policy
- Labor Market Policy
- Procurement Policy
- Project Evaluation Criteria
- Project Progress Assessment and Verification
- Property Disposition Guidelines
- Retail Projects
- Termination of Benefits
- Management Assessment of Effectiveness of Internal Controls

b. Appointment of Keri Allison as FOIL Officer

Upon the recommendation of Jamie, a motion was made by Mike Doyle to appoint Keri Allison as the Freedom of Information Law Officer. The motion was seconded by Mark Alger. All in Favor. Approved

VI. Old Business: None

VII. Adjournment

With no further business to discuss, a motion was made by Chris Sharkey to adjourn the meeting at 12:05 p.m., seconded by Mark Alger. All in favor. Approved.

Meeting was adjourned at 12:05 p.m.

Respectfully Submitted,

Mark Alger
Secretary