

**BROOME COUNTY LOCAL DEVELOPMENT CORPORATION**

**GOVERNANCE COMMITTEE**

**Wednesday, April 8, 2015• 3:30 PM**

**Broome County Office Building**

**Planning Department, 5<sup>th</sup> Floor**

**60 Hawley Street**

**Binghamton, NY 13901**

PRESENT: Jeffery K. Davis, Jeffrey K Smith, James V. Baumgartner, John J. Stevens

GUESTS: Emmanuel L. Priest

ABSENT: None

STAFF: Kevin McLaughlin, Tom Gray

PRESIDING: Jeffery K. Davis

**AGENDA ITEM 1:** Chairman Davis called the meeting to order at 3:30PM.

**AGENDA ITEM 2:** The second item on the agenda was the approval of the August 20, 2013 Governance Committee meeting minutes. Mr. Smith made a motion to approve the minutes, seconded by Mr. Baumgartner; the motion carried unanimously.

**AGENDA ITEM 3:** Public Comment: There was no public comment.

**AGENDA ITEM 4:** Review/Discussion of the BCLDC Mission Statement and Performance Measurements. Mr. Gray informed the committee that the Mission Statement and Performance Measurements Report accurately reflected the accomplishments of the BCLDC in 2014 and also was an accurate indication of what should be accomplished in 2015. Mr. Gray further stated that this was an annual report required by the ABO that must be posted on the BCLDC's website. After a brief discussion Mr. Smith made a motion to recommend the report be approved by the full board at its next board meeting; the motion was seconded by Mr. Baumgartner and carried unanimously.

**AGENDA ITEM 5:** Review/Discussion/Approval of BCLDC Policies and Procedures. Mr. Gray briefly informed the committee that the policies and procedures for the BCLDC, like the BCIDA, were a requirement of the Authority Budget Office. Mr. Gray indicated that he had utilized the policies and procedures that had already been thoroughly rewritten and reviewed as the

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boilerplate for the BCLDC policies and procedures. After a brief discussion Mr. Baumgartner made a motion to recommend to the full board that the policies and procedures of the BCLDC be adopted; the motion was seconded by Mr. Smith and carried unanimously.

**AGENDA ITEM 6:** Review/Recommendation of the Summary Results of Confidential Evaluation of Board Performance. Mr. Gray stated that the summary results were simply a compilation of the Individual Confidential Evaluation forms filled out by the entire board that are required to be sent to the Authority Budget Office. After reviewing the form the committee agreed that it should be sent to the ABO. No further action was necessary.

**AGENDA ITEM 5:** Adjournment: Mr. Baumgartner then made a motion for adjournment; it was seconded by Mr. Smith and carried unanimously. The next meeting of the BCLDC Governance Committee is to be determined.