

**OFFICERS**

CHAIR  
James Malcolm

VICE CHAIR  
& ASSISTANT TREASURER  
Faye Storms

TREASURER  
Dr. Diane Eynon

SECRETARY  
Michael J. Ham

ASSISTANT SECRETARY  
Orlando Reece

ASSISTANT SECRETARY  
Daniel Savona

CHIEF EXECUTIVE OFFICER  
Rose Woodworth

CHIEF FINANCIAL OFFICER  
Richard O. Jones

**BOARD MEMBERS**

Dr. Diane Eynon  
Michael J. Ham  
Richard O. Jones  
James Malcolm  
Orlando Reece  
Daniel Savona  
Faye Storms

**August 4, 2020 – 10:00 AM**  
Legislative Chambers  
County Office Building, 6th Floor  
244 Fair Street  
Kingston, NY 12401

**GOVERNANCE COMMITTEE MEETING AGENDA**

1. Call to order
2. Pledge of Allegiance
3. Roll call
- 0:58 4. Approval of minutes of the April 30, 2020 meeting **(Page 3)**
5. Old Business
  - 2:52 a. Project compliance **(Page 6)**
  - 1:10:10 b. Revised UTEP review **(Page 22)**
6. New Business
  - 1:12:47 a. Review of Current Policies
    - i. Audio Policy **(Page 34)**
    - ii. Background Check Policy **(Page 36)**
    - iii. Code of Ethics **(Page 38)**
    - iv. Compensation Policy **(Page 40)**
    - v. Defense and Indemnification Policy **(Page 41)**
    - vi. Enforcement of Agency Projects Policy **(Page 42)**
    - vii. Fee Schedule Guidelines **(Page 47)**
    - viii. Housing Projects Policy **(Page 51)**
    - ix. Investment and Deposit Policy **(Page 53)**
    - x. Local Construction Labor Policy **(Page 59)**
    - xi. No Extension of Credit Policy **(Page 61)**
    - xii. Organizational Chart **(Page 62)**
    - xiii. Policy Respecting Uniform Criteria for the Evaluation of Projects **(Page 63)**
    - xiv. Procurement Policy **(Page 65)**
    - xv. Property Disposition Policy **(Page 69)**
    - xvi. Travel and Discretionary Funds Policy **(Page 73)**
    - xvii. Uniform Tax Exemption Policy **(Page 76)**
    - xviii. Whistle-Blower Protection: Code of Conduct Policy **(Page 88)**
  - b. Policies to be Created
    - i. Policy for Retained Jobs
    - ii. Policy for Return of All or Part of Financial Assistance **(Page 92)**
    - iii. Policy for the Suspension, Discontinuance, or Modification of Financial Assistance **(Page 100)**
    - iv. Record Retention & Disposition Policy **(Page 102)**
7. Public comment (on agenda items only)
8. Adjournment

The mission of the Ulster County Industrial Development Agency is to advance the job opportunities, general prosperity and long-term economic vitality of Ulster County residents by targeting tax incentives, bonding and other assistance to foster creation and attraction of new business and the retention and expansion of existing business.