

**ONONDAGA CIVIC DEVELOPMENT CORPORATION**  
**Governance Committee Meeting Minutes**  
**October 17, 2018**

A Governance Committee meeting of the Onondaga Civic Development Corporation was held on Wednesday, October 17, 2018 at 333 West Washington Street, Syracuse, New York, 13202, in the large conference room on the first floor.

Matthew Marko called the meeting to order at 11:30 am with the following:

**PRESENT:**

Matthew Marko  
Michael LaFlair  
Richard Zaccaria

**ABSENT:**

Ben Dublin  
James Jordan

**ALSO PRESENT:**

Julie Cerio, President/CEO  
Brian Bartlett, Secretary  
Nate Stevens, Treasurer  
Karen Doster, Recording Secretary  
Christopher Andreucci, Harris Beach  
Genevieve Suits, Office of Economic Development  
Ken Bush, Onondaga County Legislature  
Bill Fisher, Onondaga County Executive Department  
Nuriyah Bone'-Owens, NEST

APPROVAL OF GOVERNANCE COMMITTEE MEETING MINUTES – DECEMBER 20, 2017

Upon a motion by Michel LaFlair, seconded by Matthew Marko, the OCDC Board approved the Governance meeting minutes of December 20, 2017. Richard Zaccaria abstained. Motion was carried unanimously.

REVIEW OF PROCUREMENT POLICY

Matthew Marko asked if there were any changes to the procurement policy. Brian Bartlett stated there were no changes to any of the agenda items.

Upon a motion by Michael LaFlair, seconded by Richard Zaccaria, the OCDC Governance Committee approved a resolution accepting the updated Procurement Policy and the appointment of Nate Stevens as the new Purchasing Officer. Motion was carried unanimously.

## REVIEW OF ECONOMIC GROWTH FUND GUIDELINES

Upon a motion by Richard Zaccaria, seconded by Michael LaFlair, the OCDC Governance Committee approved the Economic Growth Fund Guidelines. Motion was carried.

## REVIEW COMMITTEE CHARTERS

Brian Bartlett stated there were no changes to the Committee Charters.

Richard Zaccaria requested a copy of the Committee Charters. Julie Cerio stated staff will send the handbook electronically.

Upon a motion by Michael LaFlair, seconded by Richard Zaccaria, the OCDC Governance Committee approved a resolution to transmit the Audit and Finance Committee's Charters without comment to the Board for review and acceptance. Motion was carried unanimously.

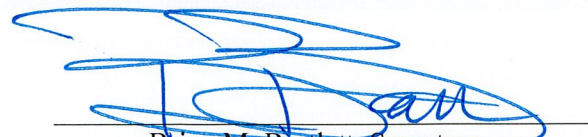
## REVIEW OF BYLAWS

Upon a motion by Michael LaFlair, seconded by Richard Zaccaria, the OCDC Governance Committee approved a resolution approving the Bylaws. Motion was carried unanimously.

## REVIEW OF CODE OF ETHICS

Upon a motion by Michael LaFlair, seconded by Matthew Marko, the OCDC Governance Committee approved a resolution approving the Code of Ethics. Motion was carried unanimously.

Upon a motion by Matthew Marko, the OCDC Governance Committee adjourned the meeting at 11:36 am. Motion was carried unanimously.

  
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Brian M. Bartlett, Secretary