

ONONDAGA CIVIC DEVELOPMENT CORPORATION
Governance Committee Meeting Minutes
June 12, 2017

A Governance Committee meeting of the Onondaga Civic Development Corporation was held on Monday, June 12, 2017 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 8:40 am with the following:

PRESENT:

Matthew Marko
Michael LaFlair

ABSENT:

Ben Dublin

ALSO PRESENT:

Julie Cerio, President/CEO
Brian Bartlett, Secretary
Nate Stevens, Treasurer
Karen Doster, Recording Secretary
Isabelle Harris, Office of Economic Development
Christopher Andreucci, Harris Beach
Ravi Raman, Board Member

APPROVAL OF GOVERNANCE COMMITTEE MEETING MINUTES – DECEMBER 8, 2016

Upon a motion by Michel LaFlair, seconded by Matthew Marko, the OCDC Board approved the Governance meeting minutes of December 8, 2016. Motion was carried unanimously.

REVIEW OF PROCUREMENT POLICY

Brian Bartlett stated the Procurement Policy has been updated since the last update in 2013.

Julie Cerio asked what the changes are. Nate Stevens stated the language was cleaned up. He stated before it said between \$5,000 and \$10,000 at least 3 quotes were needed and over \$10,000 a bid or RFP be done. He stated it was changed to over \$5,000 3 quotes are required and comply with the State limits and guidelines.

Matthew Marko stated Nate Stevens is the new purchasing officer. Nate Stevens stated that was one of the new regulations requiring a purchasing officer specified.

Upon a motion by Michael LaFlair, seconded by Matthew Marko, 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 COMMITTEE CHARTERS

Upon a motion by Michael LaFlair, seconded by Matthew Marko, 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

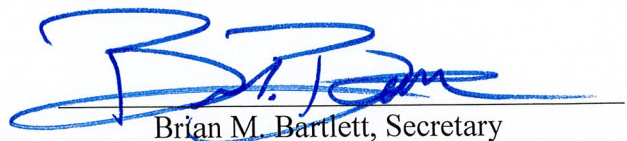
Julie Cerio stated there were no changes.

Upon a motion by Michael LaFlair, seconded by Matthew Marko, 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 Michael LaFlair, seconded by Matthew Marko, the OCDC Governance Committee adjourned the meeting at 8:44 am. Motion was carried unanimously.


Brian M. Bartlett, Secretary