

MONROE COUNTY WATER AUTHORITY

Governance Committee Meeting Thursday, December 5, 2019 8:30 a.m.

ATTENDEES:

Committee:

Wendy Bleier-Mervis, Chairperson
Sheryal A. Volpe

Staff:

Nicholas Noce
Larry Magguilli
Diane Hendrickson
Amy Molinari

Other:

Eric Hebert, Esq., HS&E

Absent: Allen S. Bernstein

The meeting of the Governance Committee was called to order by Chairperson Bleier-Mervis at 8:30 a.m.

1. REVIEW AND APPROVE PURCHASING & PROCUREMENT GUIDELINES

Mr. Nicholas Noce informed the Committee that staff has performed their review of the Purchasing & Procurement Guidelines, and gave a detailed review of the recommended revisions. Following some discussion, the Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the revised Purchasing & Procurement Guidelines as presented and to forward to the full Board for its approval.

2. REVIEW AND READOPT THE PROCUREMENT DISCLOSURE POLICY

Mr. Noce informed the Committee that staff performed their annual review of this policy, and there were no revisions recommended. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Procurement Disclosure Policy as presented and to forward to the full Board for its approval.

3. REVIEW AND READOPT THE PROFESSIONAL SERVICES POLICY AND PROCEDURES

Mr. Noce informed the Committee that staff performed their annual review of this policy, and there were no revisions recommended. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Professional Services Policy and Procedures as presented and to forward to the full Board for its approval.

4. REVIEW AND APPROVE REVISED INTERNAL CONTROLS & FINANCIAL ACCOUNTABILITY POLICY

Mr. Noce gave a detailed review and explained the housekeeping changes recommended for this policy. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the revised Internal Controls & Financial Accountability Policy as presented and to forward to the full Board for its approval.

5. REVIEW AND APPROVE REVISED POLICY FOR TRACKING & DISPOSAL OF FIXED ASSETS

Mr. Noce gave a detailed review and explained the housekeeping changes recommended for this policy. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the revised Policy for Tracking & Disposal of Fixed Assets as presented and to forward to the full Board for its approval.

6. REVIEW AND READOPT THE POLICY REGARDING TIME & ATTENDANCE FOR EXECUTIVE STAFF

Mr. Noce informed the Committee that staff performed their annual review of this policy, and there were no revisions recommended. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Policy Regarding Time & Attendance for Executive Staff as presented and to forward to the full Board for its approval.

7. REVIEW AND READOPT THE POLICY REGARDING COMPENSATION & REIMBURSEMENT FOR EXECUTIVE STAFF

Mr. Noce informed the Committee that staff performed their annual review of this policy, and there are no revisions recommended. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Policy Regarding Compensation & Reimbursement for Executive Staff as presented and to forward to the full Board for its approval.

8. REVIEW AND READOPT RESPONSIBILITIES OF MEMBERS

Mr. Noce informed the Committee that staff performed their annual review of this policy, and there are no revisions recommended. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Responsibilities of Members as presented and to forward to the full Board for its approval.

9. APPROVE THE GOVERNANCE COMMITTEE MEETING SCHEDULE FOR 2020

The Governance Committee unanimously approved its proposed Meeting Schedule for 2020. Dates are as follows: March 3, 2020 at 8:30 a.m.; May 7, 2020 at 8:30 a.m.; October 1, 2020 at 8:30 a.m.; December 3, 2020 at 8:30 a.m.

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There being no further business to come before the Committee, motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and approved unanimously, to adjourn the meeting at 8:45 a.m.

Karin Anderson
Karin Anderson, Management Assistant