

MONROE COUNTY WATER AUTHORITY

Governance Committee Meeting
Thursday, June 2, 2016
8:30 a.m.

Attending:

Committee:

Wendy Bleier-Mervis, Chairperson
Scott D. Nasca
Sheryal A. Volpe

Staff:

Nicholas Noce
Kathleen Prestidge
Kathleen Eisenmann
Kathleen Lomb

Others:

Raymond Miller, Esq. of HS&E
Frank X. Altkofer, Monroe County Legislative Liaison

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

1. **Review and Readopt Mobile Communications Devices Policy** – Mr. Nicholas Noce informed the Committee that the Policy Regarding Acquisition and Assignment of Mobile Communication Devices has been in place for several years and requires annual review, revision if necessary, and readoption. He stated that staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Mr. Nasca, seconded by Ms. Volpe, and passed unanimously to readopt the Policy Regarding Acquisition and Assignment of Mobile Communications Devices as presented and to forward to the full Board for its approval.

2. **Review and Readopt Travel and Expense Reimbursement Policy** – Mr. Noce stated the staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Ms. Volpe, seconded by Mr. Nasca, and passed unanimously to adopt the Travel and Expense Reimbursement Policy as presented and to forward to the full Board for its approval.

3. **Review and Approve the Whistleblower Policy** – Mr. Noce stated the New York State Authorities Budget Office (ABO) issued a Recommended Guidance last year pertaining to the development of a whistleblower protection program. Mr. Raymond Miller then explained the Water Authority has had a policy already in place for some time now, however, the ABO's Best Practice Guidance has mandatory language that needed to be incorporated within the policy. Following some discussion, the Governance Committee proceeded as follows:

Motion was made by Mr. Nasca, seconded by Ms. Volpe, and passed unanimously to approve the revised Whistleblower Policy as presented and to forward to the full Board for its approval.

4. **Review and Readopt Policy Regarding Service Awards Program** – Mr. Noce informed the Committee that this policy has been in place for some time now and that based on its review of the Policy Regarding Service Awards Program, staff recommends no revisions. The Governance Committee proceeded as follows:

Motion was made by Ms. Volpe, seconded by Mr. Nasca, and passed unanimously to readopt the Policy Regarding Service Awards Program as presented and to forward to the full Board for its approval.

5. **Review and Readopt Food Expenditure and Reimbursement Policy** – Mr. Noce stated the staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Mr. Nasca, seconded by Ms. Volpe, and passed unanimously to readopt the Food Expenditure and Reimbursement Policy as presented and to forward to the full Board for its approval.

6. **Review and Readopt the Policy Regarding Time and Attendance for Management Employees** – Mr. Noce explained the purpose and intent of this policy and stated that staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Ms. Volpe, seconded by Mr. Nasca, and passed unanimously to readopt the Policy Regarding Time and Attendance for Management Employees as presented and to forward to the full Board for its approval.

7. **Review and Readopt the Policy Regarding Time and Attendance for Department Heads and Executive Employees** – Mr. Noce stated that staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Mr. Nasca, seconded by Ms. Volpe, and passed unanimously to readopt the Policy Regarding Time and Attendance for Department Heads and Executive Employees as presented and to forward to the full Board for its approval.

8. **Confirm Next Governance Committee Meeting** – The Governance Committee confirmed that its next scheduled meeting will be Thursday, November 3, 2016 at 8:45 a.m.

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There being no further business to come before the Governance Committee, motion was made by Ms. Volpe, seconded by Mr. Nasca, and approved unanimously to adjourn the meeting at 8:44 a.m.

Kathleen Lomb
Secretary to the Governance Committee