

MONROE COUNTY WATER AUTHORITY

Governance Committee Meeting
Thursday, June 28, 2018
8:30 a.m.

Attending:

Committee:

Wendy Bleier-Mervis, Chairperson
Sheryl A. Volpe
Matthew J. Fero

Staff:

Nicholas Noce
Larry Magguilli
Richard Metzger
Kathleen Eisenmann
MaryAnn Hussar

Others:

Raymond Miller, Esq. of HS&E

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

1. **Review and Approve Revised Mobile Communications Devices Policy** – Mr. Nicholas Noce informed the Committee that the Policy Regarding Acquisition and Assignment of Mobile Communication Devices (“MCDs”) has been in place for several years and requires annual review, revision if necessary, and readoption. He stated that staff has reviewed this policy and one slight revision is recommended at this time pertaining to the section on monitoring MCD usage. The Governance Committee proceeded as follows:

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

2. **Review and Approve Revised Travel and Expense Reimbursement Policy** – Mr. Noce stated that staff reviewed this policy and he outlined the minor housekeeping changes recommended. The Governance Committee proceeded as follows:

Motion was made by Mr. Fero, seconded by Mrs. Volpe, and passed unanimously to approve the Travel and Expense Reimbursement Policy as revised and presented and to forward to the full Board for its approval.

3. **Review and Readopt the Whistleblower Policy** – Mr. Noce stated that staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Fero, and passed unanimously to readopt the 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 stated that staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Mr. Fero, seconded by Mrs. Volpe, 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 the Food Expenditure and Reimbursement Policy** – Mr. Noce stated that staff reviewed this policy and recommended no changes. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Mr. Fero, and passed unanimously to approve the revised 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 / Policy Regarding Compensation and Reimbursement for Management Employees** – Mr. Noce explained the purpose and intent of this 2-part policy and stated that staff has reviewed and recommended no changes. The Governance Committee proceeded as follows:

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

7. **Review and Approve Revised Policy Regarding Time and Attendance for Executive Staff / Policy Regarding Compensation and Reimbursement for Executive Staff** – Mr. Noce stated that staff has reviewed the 2-part policy heretofore known as Policy Regarding Time and Attendance for Department Heads and Executive Employees / Policy Regarding Compensation and Reimbursement for Department Heads and Executive Employees, and revision is recommended in renaming as: Policy Regarding Time and Attendance for Executive Staff / Policy Regarding Compensation and Reimbursement for Executive Staff. Mr. Noce explained this is in keeping with the recently amended MCWA By-Laws in now referencing those positions collectively as "Executive Staff." The Governance Committee proceeded as follows:

Motion was made by Mr. Fero, seconded by Mrs. Volpe, and passed unanimously to approve the renamed Policy Regarding Time and Attendance for Executive Staff / Policy Regarding Compensation and Reimbursement for Executive Staff as revised and 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 1, 2018 at 8:45 a.m.

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

Kathleen A. Eisenmann, Secretary to the Authority