

MONROE COUNTY WATER AUTHORITY

Governance Committee Meeting Minutes
Thursday, December 6, 2018
9:30 a.m.

Attending:

Committee:

Wendy Bleier-Mervis, Chairperson
Sheryal A. Volpe
Absent: Matthew J. Fero

Staff:

Nicholas Noce
Larry Magguilli
Richard Metzger
Diane Hendrickson
MaryAnn Hussar
Amy Molinari

Others:

Raymond Miller, Esq. of HS&E

The meeting of the Governance Committee was called to order by Chairperson Bleier-Mervis at 9:30 a.m.

1. **Review and Approve Revised Tracking & Disposal of Fixed Assets Policy** – Mr. Noce informed the Committee that Executive Staff performed their annual review of the Tracking & Disposal of Fixed Assets Policy and recommended minor revisions. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis and passed unanimously to approve the Tracking & Disposal of Fixed Assets Policy as revised and presented and to forward to the full Board for its approval at their December 13, 2018 Board Meeting.

2. **Review and Readopt the Procurement Disclosure Policy** - Mr. Noce informed the Committee that Executive Staff performed their annual review of the Procurement Disclosure Policy and recommended no revisions at this time. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to readopt the Procurement Disclosure Policy as presented and to forward to the full Board for its approval at their December 13, 2018 Board Meeting.

3. **Review and Readopt the Internal Controls & Financial Accountability Policy** - Mr. Noce informed the Committee that Executive Staff performed their annual review of the Internal Controls & Financial Accountability Policy and recommended no revisions at this time. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to readopt the Internal Controls & Financial Accountability Policy as presented and to forward to the full Board for its approval at their December 13, 2018 Board Meeting.

4. **Review and Approve Revised Professional Services Policy** -Mr. Noce informed the Committee that Executive Staff performed their annual review of the Professional Services Policy and recommended minor revisions. 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 as revised and presented and to forward to the full Board for its approval at their December 13, 2018 Board Meeting.

5. **Review and Approve Revised Responsibilities of Members and Officers Policy** – Mr. Noce informed the Committee that Executive Staff as well as Legal Counsel performed their annual review of the Revised Responsibilities of Members and Officers Policy and recommended that revisions be made to include but not limited to removal of the title “Officers” from the Policy title. The Governance Committee proceeded as follows:

Motion was made by Ms. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Responsibilities of Members and Officers Policy as revised and presented and to forward to the full Board for its approval at their December 13, 2018 Board Meeting.
6. **Review and Approve Revised Purchasing & Procurement Guidelines Policy** – Mr. Noce gave a detailed review of the minor changes being recommended to the Purchasing & Procurement Guidelines Policy. The Governance Committee proceeded as follows:

Motion was made by Mrs. Volpe, seconded by Ms. Bleier-Mervis, and passed unanimously to approve the Purchasing and Procurement Guidelines Policy as revised and presented and to forward to the full Board for its approval at their December 13, 2018 Board Meeting.
7. **Confirm Proposed Schedule for 2019 Governance Committee Meetings** – The Governance Committee was in full agreement on the proposed schedule for the 2019 Governance Committee meetings. They are as follows: March 7, 2019, June 27, 2019, October 31, 2019 and December 5, 2019. All meetings will have a start time of 8:30 a.m. unless otherwise indicated.

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There being no further business to come before the Governance Committee, motion was made by Ms. Volpe, seconded by Ms. Bleier-Mervis, and approved unanimously to adjourn the meeting at 9:42 a.m.

MaryAnn Hussar
Secretary to the Authority