



Auburn Industrial  
Development Authority

**GOVERNANCE COMMITTEE MEETING MINUTES  
AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY  
Wednesday, September 16, 2020 @ 4:30  
Remote Due to COVID**

**Board Present:** Gwen Webber-McLeod (Member at Large)  
Terry Cuddy (Council Member)  
**Staff & Guests:** Tracy Verrier, Executive Director  
Taylor Symes, Assistant Treasurer

The meeting was called to order at 4:46 pm, noting that a quorum was present.

**POLICY & CHARTER REVIEW:** Ms. Verrier explained that this is the annual Policy Review that will begin addressing any changes that need to be made. If changes are needed, those changes will be recommended to the full board to vote on. Ms. Verrier provided some background information about the Governance Committee to Ms. Webber-McLeod. They are required to review specific policies, most of which are based on state templates to make sure they are in compliance with the state law. Ms. Verrier stated that we work closely with the lawyers to make sure we stay in compliance at all times. Mr. Cuddy noted that within the past couple years little to no changes have been made to the policies. Ms. Webber-McLeod asked if these policies were accomplishing the purposes they were written and intended to do? Ms. Verrier noted that we haven't needed to use these policies actively in many ways, but they are sufficient to do what is intended. Ms. Verrier stated the last change made was to the Whistle Blower Policy by updating the options to reports to include the phone number to the State hotline. If someone needed to contact a state agency to report an issue, they could do so if they felt uncomfortable talking to someone internally. Ms. Webber-McLeod asked if the Local Labor Policy was separate from these policies? Ms. Verrier noted that the Local Labor Policy is not part of State compliance, so is not reviewed by the Governance Committee with these other policies. Ms. Verrier asked if both Mr. Cuddy and Ms. Webber-McLeod are willing to make a recommendation to the full board that these policies are carried forward as presented.

Motion to recommend that policies are affirmed as presented by Mr. Cuddy, seconded by Ms. Webber-McLeod. All members present voted in favor; motion carried.

**ADJOURNMENT**

Motion to adjourn at 4:42pm made by Mr. Cuddy, seconded by Ms. Webber-McLeod. All members present voted in favor; motion carried

James A. Dacey  
Chairman

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