

COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY

548 Broadway
Monticello, New York 12701
(845) 428-7575 - Voice
(845) 428-7577 - Fax
www.sullivanida.com
TTY 711

MEETING NOTICE

TO: Suzanne Loughlin, IDA Chairperson
Kathleen Lara, IDA Vice Chairperson
Carol Roig, IDA Secretary
Howard Siegel, IDA Treasurer & Chief Financial Officer
Philip Vallone, IDA Assistant Secretary
Scott Smith, IDA Assistant Treasurer
Paul Guenther, IDA Member
Sean Brooks, IDA Member
Ira Steingart, IDA Member & Chief Executive Officer
Chairman and Members of the Sullivan County Legislature
Josh Potosek, Sullivan County Manager
Walter Garigliano, Esq., IDA Counsel

FROM: Jennifer Flad, Executive Director

DATE: February 6, 2024

PLEASE TAKE NOTICE that there will be a Regular Meeting of the County of Sullivan Industrial Development Agency scheduled as follows:

Date: Monday, February 12, 2024
Time: 11:00 AM
Location: Conference Room, Southern Tier Title Agency, 548 Broadway, Monticello, New York 12701

This meeting video will also be livestreamed on the [IDA's YouTube Channel](#).

Meeting documents will be posted online [here](#).

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**MEETING AGENDA
MONDAY, FEBRUARY 12, 2024**

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MEETING MINUTES

Monday, January 8, 2024 Regular Meeting

IV. BILLS AND COMMUNICATIONS

V. STAFF REPORT

VI. NEW BUSINESS

Discussion: Agency and Sullivan County Funding Corporation Loan and Lease Programs

Discussion and Approval: Procurement Policy, Investment Policy, and Disposition of Real Property Guidelines

Discussion and Approval: Mission Statement and Performance Measurements

Discussion: Board Member Self-Evaluation (in closed session if desired)

Executive Session: Discussion of Current Litigation

Any and All Other Business Before the Board

VII. PUBLIC COMMENT AND ADJOURN

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MEETING MINUTES

Monday, January 8, 2024

I. CALL TO ORDER

Treasurer Siegel called to order the regular meeting of the County of Sullivan Industrial Development Agency at approximately 11:06 AM in the Legislative Committee Room at the Sullivan County Government Center, 100 North Street, Monticello, New York 12701.

II. ROLL CALL

Members Present-

Howard Siegel
Carol Roig
Scott Smith
Sean Brooks
Kathleen Lara

Members Absent-

Suzanne Loughlin
Paul Guenther (via Zoom)
Philip Vallone (via Zoom)

Staff Present-

Jennifer Flad, Executive Director
Julio Garaicoechea, Project Manager
Bethanii Padu, Economic Development Coordinator

Staff Absent-

None

Others Present-

Walter F. Garigliano, Agency Counsel
Steven Vegliante, Project Counsel
Ira Steingart
Ken Walter

III. NEW BUSINESS

On a motion made by Mr. Brooks, and seconded by Mr. Smith, the Board reviewed and discussed a resolution appointing **officers of the Agency**: Suzanne Loughlin as Chairperson; Kathleen Lara as Vice Chairperson; Carol Roig as Secretary, Philip Vallone as Assistant Secretary; Howard Siegel as Treasurer and Chief Financial Officer; Scott Smith as Assistant Treasurer. Treasurer Siegel called the motion to question, the Board voted, and the resolution was unanimously adopted.

Ms. Lara conducted the meeting after being appointed Vice Chairperson.

IV. APPROVAL OF MEETING MINUTES

On a motion made by Mr. Siegel, and seconded by Ms. Roig, the Board voted and unanimously approved the December 11, 2023 regular meeting minutes.

V. BILLS AND COMMUNICATIONS

Ms. Flad presented the Board with a schedule of payments showing fifteen payments totaling \$51,596.89. On a motion made by Mr. Smith, and seconded by Ms. Roig, the Board voted and unanimously approved the schedule of payments.

VI. STAFF REPORT AND QUARTERLY FINANCIAL REPORT

There were no questions on the December staff report and quarterly financial report.

VII. NEW BUSINESS (CONTINUED)

On a motion made by Ms. Roig and seconded by Mr. Smith, the Board reviewed and discussed a resolution to appoint Ira Steingart as Chief Executive Officer of the Agency and authorizing the Chairperson to enter into an executive employment agreement with Ira Steingart. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously adopted.

On a motion made by Mr. Siegel and seconded by Ms. Roig the Board reviewed and discussed a resolution **electing committees of the Board of Directors of the Agency** and making certain other appointments. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously adopted.

On a motion made by Mr. Brooks and seconded by Ms. Roig, the Board reviewed and discussed a resolution extending the sales tax abatement period for the **Monticello Industrial Park** project from January 1, 2024 through June 30, 2024. The resolution relates to the proposed development of roadways and infrastructure to facilitate the future development of a commercial/industrial park in the Town of Thompson. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously adopted.

On a motion made by Mr. Smith and seconded by Mr. Siegel, the Board reviewed and discussed a resolution consenting to the transfer by **Dimifini Group Inc** and **Rolling V Bus Corp** of their respective interest in the project to **Dimifini-Fallsburg LLC** and authorizing the amendment and restatement of the 2006 transaction documents to create a direct contractual relationship between the Agency and Dimifini-Fallsburg and consenting to a sublease of the land from Dimifini-Fallsburg to Rolling V. The project will not receive any new benefits from the Agency. This resolution relates to the amendment and restatement of Agency project documents for a transportation company and related facilities in the Town of Fallsburg. Steven Vegliante represents the Agency with respect to this transaction. Mr. Garigliano and Mr. Vallone recused themselves. Vice Chairperson Lara called the motion to question, the Board voted, and the resolution was unanimously adopted.

VIII. PUBLIC COMMENT

Vice Chairperson Lara asked those present for public comment. The Board recognized the comments of Ken Walter.

On a motion made by Mr. Smith, and seconded by Ms. Roig, the Board entered Executive Session to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person at approximately 11:18 AM.

On a motion made by Mr. Smith, and seconded by Ms. Roig, the Board exited Executive Session at approximately 11:32 AM.

IX. ADJOURN

On a motion made by Mr. Siegel, and seconded by Ms. Roig, the Board adjourned the meeting at approximately 11:33 AM.

Respectfully submitted:

Bethanii Padu, Economic Development Coordinator

##

DRAFT

COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY

548 Broadway, Monticello, NY 12701

845-428-7575

SCHEDULE OF PAYMENTS: February 12, 2024			
No.	Vendor	Description	Amount
1	ACSCO LLC	Office cleaning: October 2023 - January 2024	\$ 972.00
2	Blustein, Shapiro, Frank & Barone	County Loans/Lease Assignment	\$ 300.00
3	Charter Communications	Phone and Internet Services February 2024	\$ 279.95
4	Elan Financial	Zoom, Adobe, SC Clerk Record Database, GoDaddy, FP Mailing Solution	\$ 510.91
5	Kristt Kelly Office System Corp	Office supplies (toner)	\$ 82.50
6	New Southern Tier Title Agency	Office Rent: March 2024	\$ 3,700.00
7	Sullivan County Clerk's Office	Project Termination Fee (MHC 83 HW Portfolio)(<i>pass through</i>)	\$ 375.00
8	Sullivan County Democrat	Legal Notice and Affidavit (Monthly meetings)	\$ 58.11
9	Walter F. Garigliano, P.C.	February 2024 Retainer, Sales Tax Legal Fees (Monticello Industrial Park)(<i>pass through</i>) , Project Termination Legal Fees (MHC 83 HW Portfolio) (<i>pass through</i>)	\$ 3,000.00
10	William Funding Printing Service	Letterhead, Envelopes, Labels	\$ 900.17
11	USDA Rural Development	RMAP Loan Payment February 2024	\$ 2,370.41
TOTAL			\$ 12,549.05

I certify that the payments listed above were audited by the Board of the IDA on February 12, 2024 and allowed in the amounts shown. You are hereby authorized and directed to pay each of the claimants in the amount opposite its name.

2/12/2024

Signature	Date
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Expenses Approved and Paid Since Last Regular Meeting (1/8/24)			
No.	Vendor	Description	Amount
1	Brewmation Inc	Big Eddy- Fan Coil (Approved 2/14/222)	\$ 5,500.00
			\$ -
TOTAL			\$ 5,500.00

Other Expenses and Items Paid Since Last Regular Meeting 1/8/24)—no approval required			
No.	Vendor	Description	Amount
1	Payroll Expenses	Payroll Check Dates: 1/12/24, 1/26/24, 2/9/24	\$ 36,251.50
			\$ -
TOTAL			\$ 36,251.50

SEE REVERSE FOR PILOT DISTRIBUTION INFORMATION

PILOT Distribution #2, 2/1/24	457 Equities Monticello Corp	Be Neet/Jeff Sanitation	Beaverkill Studios	Bethel Performing Arts Center
Sullivan County	\$ 4,962.82	\$ 2,615.25	\$ 1,658.72	\$ 14,346.82
Town Bethel				\$ 13,025.22
Town Callicoon				
Village Jeff.				
Town Cochection				
Town Delaware		\$ 1,908.18		
Town Fallsburg				
Village Woodridge				
Town Forestburgh				
Town Fremont				
Town Highland				
Town Liberty			\$ 1,709.03	
Town Lumberland				
Town Neversink				
Town Rockland				
Town Tusten				
Town Thompson	\$ 1,072.53			
Village Monticello	\$ 11,957.08			
Eldred School				
Eldred Library				
Fallsburg School				
Fallsburg Library				
Liberty School			\$ 4,832.18	
Liberty Library			\$ 145.08	
Livingston Manor School				
Livingston Manor Library				
Monticello School	\$ 9,729.42			\$ 31,703.35
Port Jervis School				
Port Jervis Library				
Sullivan West School		\$ 4,326.83		\$ 10,601.14
Sullivan West Library		\$ 234.92		
Tri Valley School				
Tri Valley Library				
Project Totals	\$ 27,721.85	\$ 9,085.18	\$ 8,345.01	\$ 69,676.53

PILOT Distribution #2, 2/1/24	Catskill Hospitality Holding	Center One Holdings	Dimifini- Fallsburg (Rolling V Bus Corporation)	Doetsch Family I & II (Seminary Hill Cidery)
Sullivan County	\$ 4,789.86	\$ 4,701.74	\$ 3,160.88	\$ 1,062.93
Town Bethel				
Town Callicoon				
Village Jeff.				
Town Cochection				
Town Delaware				\$ 775.55
Town Fallsburg		\$ 2,516.80	\$ 3,884.25	
Village Woodridge		\$ 6,542.12		
Town Forestburgh				
Town Fremont				
Town Highland				
Town Liberty				
Town Lumberland				
Town Neversink				
Town Rockland				
Town Tusten				
Town Thompson	\$ 2,013.62			
Village Monticello				
Eldred School				
Eldred Library				
Fallsburg School		\$ 12,377.14	\$ 8,320.90	
Fallsburg Library		\$ 270.11	\$ 181.59	
Liberty School				
Liberty Library				
Livingston Manor School				
Livingston Manor Library				
Monticello School	\$ 9,390.33			
Port Jervis School				
Port Jervis Library				
Sullivan West School				\$ 1,758.59
Sullivan West Library				\$ 95.48
Tri Valley School				
Tri Valley Library				
Project Totals	\$ 16,193.81	\$ 26,407.91	\$ 15,547.62	\$ 3,692.55

PILOT Distribution #2, 2/1/24	Doetsch Family III (Old Ross Hosue)	Doetsch Family III (Seminary Hill Suites)	EPT Concord	FSH Lodge at Neversink
Sullivan County	\$ 724.41	\$ 1,516.09	\$ 60,749.36	\$ 11,030.18
Town Bethel				
Town Callicoon				
Village Jeff.				
Town Cochection				
Town Delaware	\$ 528.55	\$ 1,106.19		
Town Fallsburg				
Village Woodridge				
Town Forestburgh				
Town Fremont				
Town Highland				
Town Liberty				
Town Lumberland				
Town Neversink				\$ 8,737.70
Town Rockland				
Town Tusten				
Town Thompson			\$ 25,538.61	
Village Monticello				
Eldred School				
Eldred Library				
Fallsburg School				
Fallsburg Library				
Liberty School				
Liberty Library				
Livingston Manor School				
Livingston Manor Library				
Monticello School			\$ 119,096.76	
Port Jervis School				
Port Jervis Library				
Sullivan West School	\$ 1,198.51	\$ 2,508.32		
Sullivan West Library	\$ 65.07	\$ 136.19		
Tri Valley School				\$ 26,673.82
Tri Valley Library				\$ 550.10
Project Totals	\$ 2,516.54	\$ 5,266.79	\$ 205,384.73	\$ 46,991.80

PILOT Distribution #2, 2/1/24	International Contractors Corp/Jam Two	Loughlin & Billig	Metallized Carbon Corporation	Millennium Pipeline Company
Sullivan County	\$ 1,451.45	\$ 1,723.02	\$ 2,126.03	\$ 198,826.81
Town Bethel	\$ 1,094.81			\$ 5,611.01
Town Callicoon				
Village Jeff.				
Town Cochecton				\$ 33,658.34
Town Delaware				\$ 21,880.39
Town Fallsburg			\$ 2,612.58	
Village Woodridge				
Town Forestburgh				\$ 12,888.15
Town Fremont				\$ 16,415.49
Town Highland				\$ 16,491.36
Town Liberty				
Town Lumberland				\$ 26,638.71
Town Neversink				
Town Rockland				
Town Tusten				\$ 3,539.99
Town Thompson		\$ 372.37		
Village Monticello		\$ 4,151.32		
Eldred School				\$ 110,453.88
Eldred Library				\$ 321.94
Fallsburg School				
Fallsburg Library				
Liberty School	\$ 4,307.46			
Liberty Library	\$ 129.33			
Livingston Manor School				
Livingston Manor Library				
Monticello School		\$ 3,377.91	\$ 4,210.67	\$ 8,240.01
Port Jervis School				\$ 37,362.61
Port Jervis Library				\$ 1,468.68
Sullivan West School				\$ 213,760.38
Sullivan West Library				\$ 11,606.06
Tri Valley School				
Tri Valley Library				
Project Totals	\$ 6,983.05	\$ 9,624.62	\$ 8,949.28	\$ 719,163.81

PILOT Distribution #2, 2/1/24	Monticello Industrial Park	Mountain Kosher Food Corp	Peck's Market of Jeffersonville	Regency Manor Senior Housing
Sullivan County	\$ 3,326.29	\$ 6,018.39	\$ 5,277.72	\$ 2,215.31
Town Bethel				
Town Callicoon			\$ 2,848.45	
Village Jeff.			\$ 2,715.93	
Town Cochection				
Town Delaware				
Town Fallsburg				
Village Woodridge				
Town Forestburgh				
Town Fremont				
Town Highland				
Town Liberty				
Town Lumberland				
Town Neversink				
Town Rockland				
Town Tusten				
Town Thompson	\$ 718.85	\$ 1,300.65		\$ 478.76
Village Monticello	\$ 8,014.13	\$ 14,500.29		\$ 5,337.41
Eldred School				
Eldred Library				
Fallsburg School				
Fallsburg Library				
Liberty School				
Liberty Library				
Livingston Manor School				
Livingston Manor Library				
Monticello School	\$ 6,521.06	\$ 11,798.82		\$ 4,343.03
Port Jervis School				
Port Jervis Library				
Sullivan West School			\$ 8,804.86	
Sullivan West Library			\$ 478.05	
Tri Valley School				
Tri Valley Library				
Project Totals	\$ 18,580.33	\$ 33,618.15	\$ 20,125.01	\$ 12,374.51

PILOT Distribution #2, 2/1/24	RGG Realty / Columbia Ice & Cold Storage	Rock Meadow Partners	SPT Ivey 61 Emerald MOB	Sullivan Glen Wild Corp
Sullivan County	\$ 2,964.39	\$ 1,872.65	\$ 60,527.83	\$ 4,240.85
Town Bethel				
Town Callicoon				
Village Jeff.				
Town Cochection				
Town Delaware				
Town Fallsburg				\$ 5,211.37
Village Woodridge				
Town Forestburgh				
Town Fremont				
Town Highland				
Town Liberty				
Town Lumberland				
Town Neversink				
Town Rockland				
Town Tusten		\$ 1,351.68		
Town Thompson	\$ 640.64		\$ 25,445.48	
Village Monticello	\$ 7,142.19			
Eldred School				
Eldred Library				
Fallsburg School				\$ 11,163.87
Fallsburg Library				\$ 243.63
Liberty School				
Liberty Library				
Livingston Manor School				
Livingston Manor Library				
Monticello School	\$ 5,811.57		\$ 118,662.45	
Port Jervis School				
Port Jervis Library				
Sullivan West School		\$ 3,153.35		
Sullivan West Library		\$ 171.21		
Tri Valley School				
Tri Valley Library				
Project Totals	\$ 16,558.79	\$ 6,548.89	\$ 204,635.76	\$ 20,859.72

PILOT Distribution #2, 2/1/24	Sunset Lake LDC	Theowins	Veria Lifestyle (Infrastructure)	Veria Lifestyle (Wellness Center)
Sullivan County	\$ 70,960.16	\$ 5,661.68	\$ 31,666.28	\$ 93,369.39
Town Bethel				
Town Callicoon				
Village Jeff.				
Town Cochection				
Town Delaware				
Town Fallsburg				
Village Woodridge				
Town Forestburgh				
Town Fremont				
Town Highland				
Town Liberty	\$ 73,112.20			
Town Lumberland				
Town Neversink				
Town Rockland		\$ 4,977.66		
Town Tusten				
Town Thompson			\$ 13,312.29	\$ 39,251.85
Village Monticello				
Eldred School				
Eldred Library				
Fallsburg School				
Fallsburg Library				
Liberty School	\$ 206,721.02			
Liberty Library	\$ 6,206.62			
Livingston Manor School		\$ 12,796.94		
Livingston Manor Library		\$ 277.28		
Monticello School			\$ 62,080.51	\$ 183,047.05
Port Jervis School				
Port Jervis Library				
Sullivan West School				
Sullivan West Library				
Tri Valley School				
Tri Valley Library				
Project Totals	\$ 357,000.00	\$ 23,713.56	\$ 107,059.08	\$ 315,668.29

PILOT Distribution #2, 2/1/24	Veteran NY 55 Sturgis	West Delaware Hydro	Yasgur Road Productions	Totals to Taxing Juris.
Sullivan County	\$ 6,805.59	\$ 41,076.99	\$ 2,021.16	\$ 653,451.05
Town Bethel			\$ 1,524.54	\$ 21,255.58
Town Callicoon				\$ 2,848.45
Village Jeff.				\$ 2,715.93
Town Cochection				\$ 33,658.34
Town Delaware				\$ 26,198.86
Town Fallsburg				\$ 14,225.00
Village Woodridge				\$ 6,542.12
Town Forestburgh				\$ 12,888.15
Town Fremont				\$ 16,415.49
Town Highland				\$ 16,491.36
Town Liberty				\$ 74,821.23
Town Lumberland				\$ 26,638.71
Town Neversink		\$ 32,539.68		\$ 41,277.38
Town Rockland				\$ 4,977.66
Town Tusten				\$ 4,891.67
Town Thompson	\$ 1,470.78			\$ 111,616.43
Village Monticello	\$ 16,396.91			\$ 67,499.33
Eldred School				\$ 110,453.88
Eldred Library				\$ 321.94
Fallsburg School				\$ 31,861.91
Fallsburg Library				\$ 695.33
Liberty School				\$ 215,860.66
Liberty Library				\$ 6,481.03
Livingston Manor School				\$ 12,796.94
Livingston Manor Library				\$ 277.28
Monticello School	\$ 13,342.09			\$ 591,355.03
Port Jervis School				\$ 37,362.61
Port Jervis Library				\$ 1,468.68
Sullivan West School			\$ 3,409.79	\$ 249,521.77
Sullivan West Library			\$ 185.13	\$ 12,972.11
Tri Valley School		\$ 99,334.74		\$ 126,008.56
Tri Valley Library		\$ 2,048.59		\$ 2,598.69
Project Totals	\$ 38,015.37	\$ 175,000.00	\$ 7,140.62	\$ 2,538,449.16

ACTIVITY REPORT – JANUARY 2024
COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY (IDA), SULLIVAN COUNTY
FUNDING CORPORATION (SCFC), THE SULLIVAN COUNTY INFRASTRUCTURE LOCAL
DEVELOPMENT CORPORATION (TSCILDC)

February 6, 2024

The IDA Board held its regular monthly meeting on January 8th, at which time the Board adopted the following resolutions:

- Resolution appointing officers of the Agency Board
- Resolution appointing Ira Steingart as Chief Executive Officer of the Agency
- Resolution electing committees of the Board
- Resolution authorizing the extension of the sales tax abatement period for the **Monticello Industrial Park LLC** project. This project relates to the development of roadways and infrastructure to facilitate the future development of a commercial/ industrial park on the former Sullivan County landfill expansion parcel in the Village of Monticello.
- Resolution authorizing the amendment and restatement of the Dimifini Group Inc. and Rolling V Bus Corp. transaction documents to create a direct contractual relationship between the Agency and **Dimifini-Fallsburg LLC**. This relates to the Rolling V bus facility in the Town of Fallsburg.

The SCFC and TSCILDC Boards also met on January 8th, at which time they each adopted resolutions appointing Agency Board officers, appointing Ira Steingart as Chief Executive Officer, and electing committees.

On January 25th the Sullivan County Legislature appointed Ira Steingart to the IDA Board.

IDA staff have sent all 2024 payment in lieu of taxation (PILOT) bills to our projects, and we will continue to receive and distribute those payments over the coming weeks.

IDA, SCFC, and TSCILDC are working with our auditors to provide information and documents necessary for the preparation of our 2023 audited financial statements. We are also compiling 2023 annual reports to the New York State Authorities Budget Office, to be filed through the Public Authorities Reporting Information System (PARIS) in March.

The next regular meeting of the IDA Board will be held on Monday, February 12th at 11:00 AM in the conference room at the Southern Tier Building, 548 Broadway, Monticello. We will resume meeting at our regular location, the Sullivan County Government Center, in March.

##

COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY

PROCUREMENT POLICY

A. Introduction

1. Scope – In accordance with Article 18-A of the General Municipal Law (the “IDA Act”), Section 104-b of the General Municipal Law, and the Public Authorities Accountability Act of 2005, the County of Sullivan Industrial Development Agency is required adopt procurement policies which will apply to the procurement of goods and services not subject to the competitive bidding requirements of Section 103 of the GML and paid for by an IDA for its own use and account.
2. Purpose – Pursuant to Section 104-b of the GML, the primary objectives of this policy are to assure the prudent and economical use of public monies in the best interests of the taxpayers of a political subdivision or district, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances and to guard against favoritism, improvidence, extravagance, fraud and corruption.

B. Procurement Policy

1. Determination Required – Prior to commencing any procurement of goods and services, the Executive Director or an authorized designee shall prepare a written statement setting forth the basis for (1) the determination that competitive bidding is not required for such procurement, and if applicable (2) the determination that such procurement is not subject to any requirements set forth in this policy. Such written statements shall be maintained by the Executive Director or such authorized designee in a specially designated procurement file.
2. Procedure for determining whether Procurements are subject to Competitive Bidding – The procedure for determining whether a procurement of goods and services is subject to competitive bidding shall be as follows:
 - a. The Executive Director or an authorized designee shall make the initial determination as to whether competitive bidding is required. This determination will be based on Section 103 of the GML which requires competitive bidding for expenditures of (1) more than \$35,000 for the performance of any public works contract (services, labor or construction), and (2) more than \$20,000 for any purchase contract (acquisition of commodities, materials, supplies or equipment).

- b. The Executive Director or such authorized designee shall review the purchase request against prior years' expenditures and a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate purchases of a similar nature will exceed the above competitive bidding procedures shall be followed for said expenditure.
 - c. The Executive Director or such authorized designee shall present any legal issues regarding the applicability of the competitive bidding requirements stated herein to the Agency's Counsel.
- 3. Methods of Competition to be used for Non-Bid Procurements and Procurements Exempt by Statute – Alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals or written quotations, verbal quotations or any other method of procurement which furthers the purposes of this Section except for items excepted herein (see 9 below) or procurements made pursuant to:
 - a. GML, Section 103 (3) (through county contracts), or
 - b. GML, Section 104 (through state contracts), or
 - c. State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), or
 - d. Correction Law, Section 186 (articles manufactured in correctional institutions).
- 4. Procedures for the Purchase of Commodities, Equipment or Goods under \$20,000.
 - a. Up to \$3,000 The discretion of the Executive Director or authorized designee.
 - b. \$3,001 - \$10,000 Documented verbal quotations from at least three vendors.
 - c. \$10,001 - \$20,000 Written/fax quotations from at least three vendors.
- 5. Procedures for the Purchase of Public Works or Services under \$35,000.
 - a. Up to \$6,000 The discretion of the Executive Director or authorized designee.

b. \$6,001 - \$20,000 Documented verbal quotations from at least three vendors.

c. \$20,001 - \$35,000 Written/fax quotations from at least three vendors.

6. Basis for the Award of Contracts – Contracts will be awarded to the lowest responsible vendor who meets the specifications.

7. Circumstances justifying an Award to other than the Lowest Cost quoted.

a. Delivery requirements

b. Quality requirements

c. Quality

d. Past vendor performance

e. The unavailability of three or more vendors who are able to quote on a procurement.

f. It may be in the best interests of the Agency to consider only one vendor who has previous expertise with respect to a particular procurement.

8. Documentation

a. For each purchase made the Executive Director or authorized designee shall set forth in writing the category of procurement that is being made and what method of procurement is specified.

b. The basis for any determination that competitive bidding is not required shall be documented, in writing, by the Executive Director or such authorized designee, and filed with the purchase order or contract therefore.

c. For those items not subject to competitive bidding such as professional services, emergencies, purchased under city contracts or procurements from sole sources, documentation should include a memo to the files which details why the procurement is not subject to competitive bidding and include, as applicable:

(1) a description of the facts giving rise to the emergency and that they meet the statutory criteria; or

(2) a description of the professional services; or

(3) written verification of city contracts; or

(4) opinions of Counsel, if any; or

(5) a description of sole source items and how such determinations were made.

d. Whenever an award is made to other than the lowest quote the reasons for doing so shall be set forth in writing and maintained in the procurement file.

e. Whenever the specified number of quotations cannot or will not be secured, the reasons for this shall be indicated in writing and maintained in the procurement file.

9. Exceptions to Bidding

a. Emergency Situation – An emergency exists if the delay caused by soliciting quotes would endanger the health, welfare or property of the County or of the citizens. With approval by the Executive Director such emergency shall not be subject to competitive bidding or the procedures stated above.

b. Resolution Waiving Bidding Requirements – The Agency may adopt a resolution waiving the competitive bidding requirements whenever it is determined to be impracticable.

c. Sole Source – Defined as a situation when there is only one possible source from which to procure goods and/or services and it is shown that the item needed has unique benefits, the cost is reasonable for the product offered and there is no competition available. In this situation, a request for a resolution waiving bidding requirements, as described above, is required.

d. True Lease – Prices will be obtained through quotations whenever possible. The award shall be made on the basis of goods and/or services to be provided, ability to meet the specifications desired and price.

e. Insurance – All insurance policies shall be procured in accordance with the following procedures:

- (1) Premium less than \$10,000 – documented telephone quotations from at least three agents (if available).
 - (2) Premium over \$10,001 – written quotations/fax or proposals from at least three agents (if available)
- f. Professional Services – This category includes services which require special education and/or training, license to practice or are creative in nature. Examples of professional services are: lawyers, doctors, accountants, engineers, artists, etc.
- 10. Minority and Women Business Enterprises – The Agency shall comply with all applicable legal requirements relating to the hiring of such businesses.
 - 11. Input from members of the Agency – Comments concerning the procurement policy shall be solicited from the members of the Agency from time to time.
 - 12. Annual Review – the Agency shall annually review its policies and procedures.
 - 13. Unintentional Failure to Comply – The unintentional failure to comply with the provisions of Section 104-b of the GML shall not be grounds to void action taken or give rise to a cause of action against the Agency or any officer thereof.

Approved and adopted this 18th day of May, 2006.
Modified and readopted this 9th day of February, 2015.
Modified and readopted this 8th day of February, 2021.

COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT
AGENCY AMENDED AND RESTATED INVESTMENT POLICY

I. INVESTMENT AND DEPOSIT POLICY

A. Introduction

1. Scope – This investment and deposit policy applies to all monies and other financial resources available for investment and deposit on its own behalf or on behalf of any other entity or individual.
2. Objectives – The primary objectives of the local government’s investment activities are, in priority order:
 - a. to conform with all applicable federal, state and other legal requirements (legal);
 - b. to adequately safeguard principal (safety);
 - c. to provide sufficient liquidity to meet all operating requirements (liquidity); and
 - d. to obtain a reasonable rate of return (yield).
3. Prudence – All participants in the investment process and all participants responsible for depositing the Agency’s funds shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair confidence in the Agency to govern effectively.

Investments and deposits shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process and all participants responsible for depositing the Agency’s funds shall refrain from personal business activity that could conflict with proper execution of the investment program or the deposit of the Agency’s funds or which could impair their ability to make impartial investment decisions.
4. Diversification – It is the policy of the Agency to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.
5. Internal Controls

- a. All money's collected by an officer or employee of the Agency shall be immediately deposited in such depositories and designated by the Agency for the receipt of such funds.
- b. The Agency shall maintain or cause to be maintained a proper record of all book, notes, securities or other evidences of indebtedness held by the Agency for investment and deposit purposes.
- c. The Agency is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

6. Designation of Depositories

In accordance with the IDA Act, the Agency shall designate as depositories of its money those banks and trust companies authorized to serve as such pursuant to said law.

B. Investment Policy

1. Permitted Investments

Pursuant to GML Section 11, the Agency is authorized to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- a. Special time deposit accounts;*
- b. Certificates of deposit;*
- c. Obligations of the United States of America;**
- d. Obligations guaranteed by agencies of the United States of America where payment of principal and interest are guaranteed by the United States of America;**
- e. Obligations of the State of New York;*

* Special time deposit accounts and certificates of deposit are permitted investments provided that (1) they shall be payable within such time as the proceeds shall be needed to meet expenditures for which the moneys were

obtained and (2) they are collateralized in the same manner as set forth in Section VII (C) below for deposits of public funds.

** All investment obligations shall be payable or redeemable at the option of the Agency within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Agency within two years of the date of purchase.

2. Authorized Financial Institutions and Dealers

The Agency shall maintain a list of financial institutions and dealers, approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Agency. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Executive Director or Chairman is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

3. Purchase of Investments

The Agency may contract for the purchase of investments:

- a. Directly, including through a repurchase agreement, from an authorized trading partner.
- b. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the GML where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board
- c. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be

confirmed in writing to the Agency by the bank or trust company shall be held pursuant to a written custodial agreement as described in GML Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the Agency a perfected interest in the securities.

4. Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- a. All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b. Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c. Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d. No substitution of securities will be allowed.
- e. The custodian shall be a party other than the trading partner.

C. Deposit Policy

1. Collateralization of Deposits

In accordance with the provisions of GML Section 10, all deposits of the Agency, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- a. By pledge of “eligible securities” with an aggregate “market value” as provided by GML Section 10, equal to the aggregate amount of deposits from the categories designated in Exhibit A attached hereto.
- b. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least on nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
- c. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The terms and conditions of any eligible surety shall be approved by the governing board.

2. Safekeeping and Collateralization

Eligible securities used for collateralizing deposits shall be held by the depository bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Agency or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Agency a perfected interest in the securities.

Approved and adopted this 12th day of August, 2019.

60394-006

EXHIBIT A

SCHEDULE OF ELIGIBLE SECURITIES

- 1) Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.
- 2) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- 3) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.
- 4) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of the State of New York or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys
- 5) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 6) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- 7) Obligations of counties, cities and other governmental entities of another state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest categories by at least one nationally recognized statistical rating organization.
- 8) Obligations of domestic corporations rated one of the four highest rating categories by at least one nationally recognized statistical rating organization.
- 9) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.
- 10) Commercial paper and bankers' acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest-short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than sixty days from the date they are pledged.

11) Zero-coupon obligations of the United States government marketed as “Treasury STRIPS”.

COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY
DISPOSITION OF REAL PROPERTY GUIDELINES
ADOPTED PURSUANT TO SECTION 2896 OF THE PUBLIC AUTHORITIES LAW

SECTION 1. DEFINITIONS

A. “Contracting officer” shall mean the officer or employee of the County of Sullivan Industrial Development Agency (hereinafter, the “Agency”) who shall be appointed by resolution to be responsible for the disposition of property.

B. “Dispose” or “disposal” shall mean transfer of title or any other beneficial interest in personal or real property in accordance with section 2897 of the Public Authorities Law.

C. “Property” shall mean personal property in excess of five thousand dollars (\$5,000) in value, and real property, and any inchoate or other interest in such property, to the extent that such interest may be conveyed to another person for any purpose, excluding an interest securing a loan or other financial obligation of another party.

SECTION 2. DUTIES

A. The Agency shall:

(i) maintain adequate inventory controls and accountability systems for all property owned by the Agency and under its control;

(ii) periodically inventory such property to determine which property shall be disposed of;

(iii) produce a written report of such property in accordance with subsection B herewith; and

(iv) transfer or dispose of such property as promptly and practicably as possible in accordance with Section 2 below.

B. The Agency shall

(i) publish, not less frequently than annually, a report listing all real property owned in fee by the Agency. Such report shall consist of a list and full description of all real and personal property disposed of during such period. The report shall contain the price received by the Agency and the name of the purchaser for all such property sold by the Agency during such period; and

(ii) shall deliver copies of such report to the Comptroller of the State of New York, the Director of the Budget of State of New York, the Commissioner of the New

York State Office of General Services, and the New York State Legislature (via distribution to the majority leader of the senate and the speaker of the assembly).

SECTION 2. TRANSFER OR DISPOSITION OF PROPERTY

A. Supervision and Direction. Except as otherwise provided herein, the duly appointed contracting officer (the “Contracting Officer”) shall have supervision and direction over the disposition and sale of property of the Agency. The Agency shall have the right to dispose of its property for any valid corporate purpose.

B. Custody and Control. The custody and control of Agency property, pending its disposition, and the disposal of such property, shall be performed by the Agency or by the Commissioner of General Services when so authorized under this section.

C. Method of Disposition. Unless otherwise permitted, the Agency shall dispose of property for not less than its fair market value by sale, exchange, or transfer, for cash, credit, or other property, with or without warranty, and upon such other terms and conditions as the Agency and/or contracting officer deems proper. The Agency may execute such documents for the transfer of title or other interest in property and take such other action as it deems necessary or proper to dispose of such property under the provisions of this section. Provided, however, except in compliance with all applicable law, no disposition of real property, any interest in real property, or any other property which because of its unique nature is not subject to fair market pricing shall be made unless an appraisal of the value of such property has been made by an independent appraiser and included in the record of the transaction.

D. Sales by the Commissioner of General Services (the “Commissioner”). When the Agency shall have deemed that transfer of property by the Commissioner will be advantageous to the State of New York, the Agency may enter into an agreement with the Commissioner pursuant to which Commissioner may dispose of property of the Agency under terms and conditions agreed to by the Agency and the Commissioner. In disposing of any such property, the Commissioner shall be bound by the terms hereof and references to the contracting officer shall be deemed to refer to such Commissioner.

E. Validity of Deed, Bill of Sale, Lease, or Other Instrument. A deed, bill of sale, lease, or other instrument executed by or on behalf of the Agency, purporting to transfer title or any other interest in property of the Agency in accordance herewith shall be conclusive evidence of compliance with the provisions of these guidelines and all applicable law insofar as concerns title or other interest of any bona fide grantee or transferee who has given valuable consideration for such title or other interest and has not received actual or constructive notice of lack of such compliance prior to the closing.

F. Bids for Disposal; Advertising; Procedure; Disposal by Negotiation; Explanatory Statement.

(i) Except as permitted by all applicable law, all disposals or contracts for disposal of property made or authorized by the Agency shall be made after publicly advertising for bids except as provided in subsection (iii) of this Section F.

(ii) Whenever public advertising for bids is required under subsection (i) of this Section F:

(A) the advertisement for bids shall be made at such time prior to the disposal or contract, through such methods, and on such terms and conditions as shall permit full and free competition consistent with the value and nature of the property proposed for disposition;

(B) all bids shall be publicly disclosed at the time and place stated in the advertisement; and

(C) the award shall be made with reasonable promptness by notice to the responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the Agency, price and other factors considered; provided, that all bids may be rejected at the Agency's discretion.

(iii) Disposals and contracts for disposal of property may be negotiated or made by public auction without regard to subsections (i) and (ii) of this Section F but subject to obtaining such competition as is feasible under the circumstances, if:

(A) the personal property involved is of a nature and quantity which, if disposed of under subsections (i) and (ii) of this Section F, would adversely affect the state or local market for such property, and the estimated fair market value of such property and other satisfactory terms of disposal can be obtained by negotiation;

(B) the fair market value of the property does not exceed fifteen thousand dollars;

(C) bid prices after advertising therefore are not reasonable, either as to all or some part of the property, or have not been independently arrived at in open competition;

(D) the disposal will be to the state or any political subdivision, and the estimated fair market value of the property and other satisfactory terms of disposal are obtained by negotiation;

(E) the disposal is for an amount less than the estimated fair market value of the property, the terms of such disposal are obtained by public auction or negotiation, the disposal of the property is intended to further the public health, safety or welfare or an economic development interest of the Agency, the state or a political subdivision (to include but not limited to, the prevention or remediation

of a substantial threat to public health or safety, the creation or retention of a substantial number of job opportunities, or the creation or retention of a substantial source of revenues, or where the authority's enabling legislation permits or other economic development initiatives), the purpose and the terms of such disposal are documented in writing and approved by resolution of the board of the Agency; or

(F) such action is otherwise authorized by law.

(iv) (a) An explanatory statement shall be prepared of the circumstances of each disposal by negotiation of:

(1) any personal property which has an estimated fair market value in excess of fifteen thousand dollars;

(2) any real property that has an estimated fair market value in excess of one hundred thousand dollars, except that any real property disposed of by lease or exchange shall only be subject to clauses (3) through (5) of this subparagraph;

(3) any real property disposed of by lease for a term of five years or less, if the estimated fair annual rent is in excess of one hundred thousand dollars for any of such years;

(4) any real property disposed of by lease for a term of more than five years, if the total estimated rent over the term of the lease is in excess of one hundred thousand dollars; or

(5) any real property or real and related personal property disposed of by exchange, regardless of value, or any property any part of the consideration for which is real property.

(B) Each such statement shall be transmitted to the persons entitled to receive copies of the report required under all applicable law not less than ninety (90) days in advance of such disposal, and a copy thereof shall be preserved in the files of the Agency making such disposal.

The Guidelines are subject to modification and amendment at the discretion of the Agency board and shall be filed annually with all local and state agencies as required under all applicable law.

The designated Contracting Officer for the Agency is Jennifer Flad, Executive Director.

548 Broadway
Monticello, New York 12701
(845) 428-7575
(845) 428-7577 FAX



Authority Mission Statement and Performance Measurements-- FY 2023

Name of Public Authority: County of Sullivan Industrial Development Agency

Public Authority's Mission Statement:

The County of Sullivan Industrial Development Agency (IDA) was created by an act of the New York State Legislature in 1970, as a public benefit corporation of the State of New York, under Section 906 of the General Municipal Law, to grant tax abatements and to help advance such projects.

Industrial development agencies were created in New York State to attract and enhance industrial and economic development, help create jobs and maintain economic stability within municipal or regional boundaries. Because New York's Constitution prohibits municipalities from making gifts or loans to private companies or individuals, the creation of IDAs provided a viable mechanism to accomplish commercial, recreational, and industrial development goals. Support of a healthy economy, the creation and retention of jobs, on a local, regional and State level is an important policy objective.

The County of Sullivan Industrial Development Agency's primary goal is to promote economic welfare, recreation opportunities, prevent unemployment and economic deterioration, ensure the prosperity of Sullivan County's inhabitants, and promote tourism and trade.

Date Adopted: 1970.

List of Performance Goals:

- To meet all legal requirements of the Agency.
- To review project employment goals and the achievement of those goals.
- To make decisions consistent with the Agency's mission statement.
- To make decisions that will promote and ensure the prosperity of the inhabitants of Sullivan County.

Performance Measurement Questions:

1. Have the board members acknowledged that they have read and understood the mission of the public authority?
2. Do the board members affirm its membership, board, committee, and management structure?
3. Has the agency complied with the Public Authorities Accountability Act of 2005 and the Public Authorities Reform Act of 2009?
4. Does the agency conduct business in an environment that fosters transparency?
5. Does the agency instill and uphold high ethical conduct within the entire organization?

Discussed, reviewed, and approved by County of Sullivan Industrial Development Agency Board of Directors— (date).

##

Authorities must complete this form and submit the entire document on or before March 31 to the State Authority Budget Office via email to: info@abo.state.ny.us

Authorities are also required to post and maintain their mission statement and performance report on their website.

**COUNTY OF SULLIVAN INDUSTRIAL DEVELOPMENT AGENCY
CONFIDENTIAL FY 2023 EVALUATION OF BOARD PERFORMANCE**

Please check (√) the most appropriate box.

CRITERION	AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	DISAGREE
Board members have a shared understanding of the mission and purpose of the Agency.				
The policies, practices and decisions of the Board are always consistent with this mission.				
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Agency and reviews these annually.				
The Board sets clear and measurable performance goals for the Agency that contribute to accomplishing its mission.				
The decisions of the Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.				
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.				
Board members are knowledgeable about the Agency's programs, financial statements, reporting requirements, and other transactions.				
The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.				

The Board knows the statutory obligations of the Agency and if the Agency is in compliance with State law.				
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.				
Board members have sufficient opportunity to research, discuss, question, and prepare before decisions are made and votes taken.				
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.				
The Board has identified the areas of most risk to the Agency and works with management to implement risk mitigation strategies before problems occur.				
Board members demonstrate leadership and vision and work respectfully with each other.				

Date Completed: _____