

**Chair
Wallace Altes**

Vice-Chair

2012 Board Members

Hon. Dean Bodnar

Mr. Paul Carroll

Hon. Robert Doherty

Steve Bouchey

Louis Anthony

Mary O'Neill

Lisa Kyer

Tina Urzan

**Troy
Industrial Development
Authority**

Governance Committee

March 11, 2013

11:00 a.m.

**Planning Department Conference
Room**

City Hall

A G E N D A



- I. Review of Minutes for the January 14, 2013 committee meeting.
- II. Review Summary of Board Member Evaluation.
- III. Adjournment

City of Troy
Industrial Development Authority
Audit and Finance Committee Meeting

January 14, 2013
11:00 AM
Meeting Minutes

Present: Tina Urzan, Steve Bouchey, and Hon. Robert Doherty

Absent: Mary O'Neill

Also in attendance: Joe Mazzariello, Selena Skiba and Denee Zeigler

Meeting was called to order by committee chair Steve Bouchey at 11:05 a.m.

- I. The minutes were not reviewed and will be discussed at the next committee meeting.
- II. Joe Mazzariello presented to the committee members the three RFP responses he received. They were from Marvin & Company, The Bonadio Group and Bollam, Sheedy & Tironi & Co. Joe recommended BST based on the fact that they were the lowest proposal.

The Chairman pointed out that they had the lowest proposal, but a high hourly rate. Joe agreed, but advised that overall BST is the most reasonable and they have provided auditing services to us in the past and have done a good job. The Chairman questioned what other services BST provides to the City. Joe mentioned that they have done the board audits in the past, but another company does the audit for the City.

The Chairman opened up the floor to the committee members for questions.

Tina Urzan made a motion to accept the recommendation to hire BST for the auditing services.

Hon. Robert Doherty seconded the motion, motion carried.

The Committee meeting was adjourned at 11:40.

Summary Results of Confidential Evaluation of Board Performance

Criteria	Agree #	Somewhat Agree #	Somewhat Disagree #	Disagree #
Board members have a shared understanding of the mission and purpose of the Authority.	4	2		
The policies, practices and decisions of the Board are always consistent with this mission.	5	1		
Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	5	1		
The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	6			
The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	3	3		
The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	5	1		
Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	4	2		
Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	3	3		
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.	3	2	1	
The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	5		1	
Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	5	1		
Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	2	2	2	
Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	4	1	1	
The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	3	2	1	
The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	1	5		
Board members demonstrate leadership and vision and work respectfully with each other.	4	2		

Name of Authority: Troy Industrial Development Authority

Date Completed: 2/21/13