

**CIVIC CENTER MONROE COUNTY
BOARD OF DIRECTORS MEETING
AGENDA
March 17, 2016**

1. Call to Order
2. Publication of Meeting
3. Approval of Previous Meeting Minutes - **VOTE**
4. Public Comment Period
5. Designation of Official Publication
Rochester Business Journal and/or Daily Record - **VOTE**
6. Recess for Committee Meetings
7. Reconvene
8. Report from Management
9. Audit Committee Report (J. Kusse)
 - a. Acceptance of 2015 Audit - **VOTE**
 - b. Re-Adoption of Business and Travel and Credit Card Policies - **VOTE**
10. Finance Committee Report (T. Feroce)
Budget and Financial Report
11. Governance Committee Report (D. Moore)
 - a. Reminder regarding Annual Disclosure Statements
 - b. Approval of Annual Report - **VOTE**
 - i. Board Self-Evaluation
 - ii. Operation and Accomplishments
 - iii. Performance Measures
 - iv. Audited Financial Report
 - v. Financial Plan (Budget)
 - vi. Procurement Report
 - vii. Effectiveness of Internal Controls
 - c. Investment Report - **VOTE**
 - d. Property Report - **VOTE**
 - e. Re-adoption of Policies and Procedures - **VOTE**

- i. Code of Ethics
- ii. Freedom of Information
- iii. Internal Controls
- iv. Financial Accountability
- v. Investment Policies
- vi. Policies for Tracking Inventory
- vii. Disposal of Assets
- viii. Public Comment Period
- ix. Responsibilities of Members and Officers
- x. Whistleblower Policy
- xi. Business and Travel Expense Policy
- xii. Credit Card Policy
- f. Re-Adoption of Bylaws **VOTE**
- g. Designations **VOTE**
 - i. Contracting Officer - David Moore and Richard Bell
 - ii. Check Signing Authority (any 2 of 3) - Tony Feroce, David Moore and Richard Bell
 - iii. Invoice Approval (any 2 of 3)- Tony Feroce, David Moore and Richard Bell
 - iv. Records Access Officer - Richard Bell
 - v. Contracts & Amendments: (any 2 of following): Board President, Management Consultant, Legal Counsel, Monroe County Purchasing Manager or Monroe County Controller

12. Contracts

13. Election of Officers - **VOTE**

- a. President/Treasurer - David Moore
- b. Vice President/Secretary – Jennifer Kusse

14. Committee Appointments **VOTE**

- a. Governance – D. Moore, Chair, R. Burns, J. Kusse and A. Feroce
- b. Audit - J Kusse, Chair, D. Moore, R. Burns and A. Feroce
- c. Finance - A. Feroce, Chair, D. Moore, R. Burns and J. Kusse

15. Meeting Dates – 2016 starting at 9:00am
 July 14, 2016
 October, 20, 2016

16. Other Business

17. Adjournment