



DUTCHESS COUNTY LOCAL DEVELOPMENT CORPORATION

3 Neptune Road, Suite A21, Poughkeepsie, NY 12601

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BOARD OF DIRECTORS ANNUAL MEETING **CONSENT AGENDA DETAILS**

Tuesday, January 19, 2016

8:20 a.m.

AGENDA

1. Roll Call
2. Review and discussion of Mission Statement and Performance Measurements

CONSENT AGENDA*

3. Approval of Minutes
February 10, 2015
4. Election of Officers for the Year 2016
 - Chairman Charles Daniels
 - Vice Chairman Tim Dean
 - Secretary/Treasurer Phyllis DiStasi Keenan
5. Appointments
 - Chief Financial Officer Marilyn Yerks
 - Compliance Officer Sarah Lee
 - Records Access Officer Sarah Lee
6. Renewal of Chief Financial Officer's Bond
7. Renewal of LDC Membership in New York State EDC for the body and as individuals for Board Members, Corporation Counsel, Executive Director and staff
8. Authorization for Approval of 2016 Expenses Incurred (Reimburse Board Members, Corporation Counsel, CFO and Executive Director for reasonable travel mileage expense at the federal rate level, and other reasonable travel expenses incurred at actual cost for business specifically related to the Corporation.
9. Appointment of Members to Committees
 - Audit Phyllis DiStasi Keenan
Mark Doyle
Angela Flesland
Edward Summers

- Finance Phyllis DiStasi Keenan
 Mark Doyle
 Angela Flesland
 Edward Summers

- Governance Comprised of the entire LDC Board

10. Adoption of Policies

- Code of Ethics
- Conflict of Interest
- Equal Employment Opportunity
- Freedom of Information Policy
- Internal Control Assessment
- Internal Control Policy
- Investment Policy
- Procurement Policy
- Property Disposition Policy
- Real Property Policy
- Committee Charters
- Organizational Chart

11. Designate Law Firm

Cappillino & Rothschild LLP

12. Designate Official Newspaper

Poughkeepsie Journal – publication purposes, purposes requiring advertising and notification to the public

13. Designate Depository Bank(s)

Designate any commercial bank in Dutchess County as a depository for the LDC funds, with no savings banks, just commercial banks, and that any funds deposited over and above the federal maximum of \$250,000 for FDIC protection are fully collateralized with securities for the full amount above \$250,000.

DISCUSSION AGENDA

14. Old Business

15. New Business

- Conflict of Interest Questionnaire
- Financial Disclosure Statement
- Code of Ethics Acknowledgment
- Mission Statement & Performance Measurements Acknowledgement

16. Adjournment

- ★ **Unless a Board Member requests that an item be removed from the Consent Agenda, all items on the Consent Agenda will be approved by a single vote. There is no discussion of the items on the Consent Agenda. However, any Board Member may request that an item be removed from the Consent Agenda. It would then be discussed and voted upon separately.**