

<b>Governance Committee</b>
-----------------------------

**Meeting of October 4, 2011**

**For: St. Lawrence County Industrial Development Agency**

Meeting called to order at 12:05 PM at the Best Western (Golf Lounge), Canton.

In attendance: Ernest LaBaff, Brian Staples, R. Joseph Weekes, Jr.

Also: Raymond Fountain, Patrick Kelly, Natalie Sweatland

Mrs. Sweatland distributes copies of the “draft” employee handbook. She reports that the document was compiled from information provided by Harris Beach, the County/CSEA contract and management input. The document also was reviewed by Underberg-Kessler. It incorporates Federal/State requirements, Public Authority requirements, Agency requirements, and County contractual items.

Chairman Staples asks what items differ from the County contract. Mrs. Sweatland notes that there are few differences, those being elimination of a separate policy for Maternity Leave (already covered under FMLA) and institution of an Agency dress code and standards. The document will also differ from the County contract because this is a handbook for the employee, which covers issues outside of a traditional employment contract.

Committee members reiterate their position that transitioned employees do not lose benefits afforded them while employed by the County.

It is the consensus of board members that an agency employee may continue health benefits after retirement by making premium contributions and completing at least “20” years of continuous service, and qualify for retirement as a member of the NYS Retirement system or one of its civil divisions. Agency employees will not be compensated for opting out of the medical program offered by the Agency. The Agency will look for a manager/administrator of an IRS 125 Plan, an alternative Dental Insurance provider and alternative Vision Insurance provider (or set up its own Vision Fund).

At 1:20 PM, LaBaff/Staples motion for an Executive Session to discuss matters specific personnel issues. Mrs. Sweatland asks to be excused from the Executive Session. The Committee returns to Regular Session at 2:12 PM and adjourns at that time.