

PART 16

PUBLIC AUTHORITIES  
ACCOUNTABILITY ACT OF 2005

SECTION 1601. PURPOSE AND SCOPE. The Public Authorities Accountability Act of 2005 (chapter 766 of the laws of 2005) (the "PAAA") and the Public Authorities Reform Act of 2009 ("PARA") contain provisions that impose various requirements on industrial development agencies. The purpose of this Part is to set forth the policies and procedures adopted by the Schoharie County Industrial Development Agency (the "Agency") to implement PAAA and PARA.

SECTION 1602. ORGANIZATION. This part is organized into two sections: administrative policies and administrative procedures.

SECTION 1603. ADMINISTRATIVE POLICIES. (A) List of Policies. The administrative policies adopted by the Agency to comply with PAAA and PARA are described as follows:

- (1) Code of Ethics Policy (Appendix A(a)-1 attached);
- (2) Personnel Policy (including compensation, retaliatory action, and Indemnification policies), (Appendices A(b)-1 ,A(c)-1 and A (d)-1 attached);
- (3) Travel Policy (Appendix A(e)-1 attached);
- (4) Real Property Acquisition Policy (Appendix A(f)-1 attached);
- (5) Real Property Disposition Policy (Appendix A(g)-1 attached); and
- (6) Procurement Policy (See Tab 5 of Policy Manual).

(B) Review of Policies. The Governance Committee of the Agency shall, at least annually, review the administrative policies described in Section 1603(A) above and any other administrative policies of the Agency. The Governance Committee shall report to the members of the Agency on its review of such administrative policies and its recommendations on any modifications to such administrative policies at the annual meeting of the Agency.

(C) Copies of Policies. Copies of each of the administrative policies are attached as Schedule A attached.

(D) Existing Policies. The Agency has also adopted an investment policy as required by the PAAA.

SECTION 1604. ADMINISTRATIVE PROCEDURES. (A) List of Administrative Procedures. The administrative procedures to be followed by the Agency to comply with the PAAA Act and PARA are described as follows:

- (1) Create and maintain a web site;
- (2) Create, adopt and file an annual budget;
- (3) Prepare and file an annual report:

- (4) Review of annual independent audit by Audit Committee;
- (5) Review of Agency procedures by Governance Committee;
- (6) Evaluate Mission Statement and Performance Measures Annually and publish the results of the evaluation.
- (7) Board members must be independent and cannot hold certain positions;
- (8) Board members must attend training sessions;
- (9) Prepare and publish real and personal property lists and transactions report;
- (10) Create inventory controls;
- (11) Board members must prohibit insider loans.
- (12) Board Members must complete annual board evaluations

(B) Review of Procedures. The Governance Committee of the Agency shall, at least annually, review the administrative procedures described in Section 1603(B) above and any other administrative procedures of the Agency. The Governance Committee shall report to the members of the Agency on its review of such administrative procedures and its recommendations on any modifications to such administrative procedures at the annual meeting of the Agency.