



**ALBANY PORT DISTRICT COMMISSION
GOVERNANCE COMMITTEE
JANUARY 31, 2024
12:00 P.M.**

AGENDA

- 1) Approval of Minutes from the November 29, 2023 Governance Committee Meeting (Attached)**
- 2) 2024 Nomination of APDC Officers**
- 3) Annual Policy Review:**
 - Code of Ethics
 - Extension of Credit Prohibition
 - Indemnification
 - Personnel Handbook
 - Procurement
 - Prompt Payment
 - Property Acquisition
 - Property Disposition
 - Sexual Harassment
 - Whistleblower
- 4) Overview of Conflict of Interest Declarations**
- 5) Review Summary Results of Confidential Evaluation of Board Performance for 2023**
- 6) Enter Executive Session¹**
- 7) Exit Executive Session**
- 8) Next Meeting: November 25, 2024**

¹ Only if necessary (and if approved by a majority vote of the Commission), to discuss

- a. matters which will imperil the public safety if disclosed;
- b. any matter which may disclose the identity of a law enforcement agent or informer;
- c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d. discussions regarding proposed, pending or current litigation;
- e. collective negotiations pursuant to article fourteen of the civil service law;
- f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g. the preparation, grading or administration of examinations; and
- h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.



ALBANY PORT DISTRICT COMMISSION
MINUTES OF THE
GOVERNANCE COMMITTEE MEETING
NOVEMBER 29, 2023

Chairperson Tagliento called the meeting to order. In attendance were Commissioners Steffens, Coffey, Cinquanti, Tagliento and Abriel. Also present were CEO Hendrick, General Counsel Jordan, CCO Daly, CFO Stuto, DSI Schneidawin, DEA Vavura, SCM Yagan, Director of Security Stock, Administrative Assistant DiLillo and Bill Ring, Logistec General Manager .

Counsel Jordan introduced the minutes of the January 30, 2023 Governance Committee meeting and asked for a motion to approve the minutes. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

REVIEW OF COMMITTEE CHARTER

Counsel Jordan presented the Governance Committee Charter. He informed the Committee that management recommended no changes. The Committee reviewed the charter and concurred with management's recommendation and approved the Committee Charter as presented.

REVIEW OF THE MISSION STATEMENT

Counsel Jordan presented the Mission Statement. He noted that the NYS Authorities Budget Office guideline requires that the mission statement be reviewed annually and accepted by the Board. He also mentioned that the ABO recommends that the yearly captures of rental space square footage be included with the mission statement as well. The Board reviewed the Mission Statement and accepted as presented.

PROPOSED 2024 MEETING DATES

Counsel Jordan presented a proposed schedule for the 2024 APDC Board and Committee meetings. He noted that this schedule was for review and that changes could possibly be made throughout the year.

RECOMMENDATIONS FOR 2024 COMMITTEE ASSIGNMENTS

Counsel Jordan presented to the Committee the proposed APDC Committee Membership for 2024 for review. Counsel Jordan stated that a resolution for the 2024 APDC Committee Membership will be presented to the Board for approval at the December meeting.

Counsel Jordan noted to the Board Members that some of their terms have recently expired and will need a reappointment by their appointing authorities. Some discussion took place.

EXECUTIVE SESSION

There were no items for discussion in Executive Session.

Counsel Jordan asked for a motion to adjourn the meeting. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel and passed unanimously. The meeting was adjourned.



Proposed Nomination of Albany Port District Commission Officers for 2024

Chairperson: Georgette Steffens

Treasurer: Joseph Coffey

Secretary: Dominic Tagliento

Assistant Secretary: Michael Cinquanti