

Tompkins County Development Corporation

Administration provided by  **TCAD**

**TOMPKINS COUNTY DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
• Wednesday, September 11, 2019 •
2:30 PM
Legislative Chambers
Governor Daniel D. Tompkins Building
121 E. Court Street
Ithaca NY 14850**

AGENDA

- 1. CALL TO ORDER**
- 2. PRIVILEGE OF THE FLOOR**
- 3. BUSINESS**

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Approval of TCDC Whistleblower Policy	2
- 4. CHAIR'S REPORT**
- 5. STAFF REPORT**
- 6. APPROVAL OF MEETING MINUTES**

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- 7. ADJOURNMENT**

Tompkins County Development Corporation

WHISTLEBLOWER POLICY AND PROCEDURES

Adopted:

I. Introduction

- a. Applicability: This Whistleblower Policy (“Policy”) shall apply to the Tompkins County Development Corporation (“Corporation”).
- b. Scope: In accordance with Title 12 of Article 9 of the Public Authorities Law, the Corporation is required to adopt a policy to afford certain protections to individuals who, in good faith, report violations of the Corporation’s Code of Ethics or other instances of potential wrongdoing within the Corporation.
- c. Purpose: This Policy provides Corporation members, directors, committee members, officers, and employees with a confidential means to report credible allegations of misconduct, wrongdoing, or unethical behavior and to protect those individuals, when acting in good faith, from personal or professional retaliation.

II. Definitions

- a. “Good Faith”: Information concerning potential wrongdoing is disclosed in “good faith” when the individual making the disclosure reasonably believes such information to be true and reasonably believes that it constitutes potential wrongdoing.
- b. “Corporation Employee”: All members, directors, committee members, officers, and staff employed at the Corporation whether employed full-time or part-time, employed pursuant to a contract, employed temporarily, or employees who are on probation.
- c. “Whistleblower”: Any Corporation employee (as defined herein) who in good faith discloses information concerning wrongdoing by another Corporation employee, or concerning the business of the Corporation itself.
- d. “Wrongdoing”: Any alleged corruption, fraud, criminal or unethical activity, misconduct, waste, conflict of interest, intentional reporting of false or misleading information, or abuse of authority engaged in by an Corporation employee (as defined herein) that relates to the Corporation.
- e. “Personnel action”: Any action affecting compensation, appointment, promotion, transfer, assignment, reassignment, reinstatement or evaluation of performance.

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III: Reporting Wrongdoing

All Corporation employees who discover or have knowledge of potential wrongdoing concerning board members, officers, or employees of the Corporation; or a person having business dealings with the Corporation; or concerning the Corporation itself, shall report such activity in accordance with the following procedures:

- a. The Corporation Employee shall disclose any information concerning wrongdoing either orally or in a written report to his or her supervisor, or to the Corporation's ethics officer or general counsel.
- b. All Corporation Employees who discover or have knowledge of wrongdoing shall report such wrongdoing in a prompt and timely manner.
- c. The identity of the whistleblower and the substance of his or her allegations will be kept confidential to the best extent possible.
- d. The individual to whom the potential wrongdoing is reported shall investigate and handle the claim in a timely and reasonable manner, which may include referring such information to an appropriate law enforcement Corporation or regulatory Corporation where applicable.

IV: No Retaliation or Interference

No Corporation Employee shall retaliate against any whistleblower for the disclosure of potential wrongdoing, whether through threat, coercion, or abuse of authority; and, no Corporation Employee shall interfere with the right of any other Corporation employee by any improper means aimed at deterring disclosure of potential wrongdoing. Any attempts at retaliation or interference are strictly prohibited and:

- a. No Corporation Employee who, in good faith, discloses potential violations of the Corporation's Code of Ethics or other instances of potential wrongdoing shall suffer harassment, retaliation or adverse personnel action.
- b. All allegations of retaliation against a Whistleblower or interference with an individual seeking to disclose potential wrongdoing will be thoroughly investigated by the Corporation.
- c. Any Corporation Employee who retaliates against or attempts to interfere with any individual for having in good faith disclosed potential violations of the Corporation's Code of Ethics or other instances of potential wrongdoing is subject to disciplinary action, which may include termination of employment.

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- d. Any allegation of retaliation or interference will be taken and treated seriously and irrespective of the outcome of the initial complaint, will be treated as a separate matter.

V: Other Legal Rights Not Impaired

The Whistleblower Policy and Procedures set forth herein are not intended to limit, diminish or impair any other rights or remedies that an individual may have under the law with respect to disclosing potential wrongdoing free from retaliation or adverse personnel action.

VI. Implementation

This Whistleblower Policy shall be provided to all directors, officers, and employees of the Corporation and shall be periodically reviewed by the Corporation's Governance Committee.

**Tompkins County Development Corporation
Board of Directors Meeting DRAFT Minutes
March 13, 2019
Tompkins County Legislative Offices
121 E. Court Street, Ithaca, NY**

Present: Rich John, Jennifer Tavares, Mike Sigler, John Guttridge, Laura Lewis, Martha Robertson, Leslyn McBean-Clairborne

Staff Present: Heather McDaniel, Ina Arthur, Russ Gaenzle (Harris Beach, PLLC)

Guests: Andrea Aguirre (TC Planning), Rick Snyder (TC Finance), Martha Armstrong (TCAD)

CALL TO ORDER

Rich John called the meeting of the **Tompkins County Development Corporation** to order at 2:30 PM

PRIVILEGE OF THE FLOOR

None.

NEW BUSINESS

TCDC 2018 Audit – Authorization to Approve and Input Information into PARIS System

Heather McDaniel reminded the Board of the State requirement to have the annual audit entered into the NYS online system for reporting (PARIS) by March 31st of each year.

John Guttridge moved to authorize the Finance/Audit Committee to approve the 2018 Audit. Martha Robertson seconded the motion. The motion was approved 7-0.

Laura Lewis moved to approve the entering of the 2018 audit information into the NYS PARIS online system. Jennifer Tavares seconded the motion. The motion was approved 7-0.

CHAIRS REPORT

None.

STAFF REPORT

Heather McDaniel reported that the Finance/Audit Committee will be meeting on March 14, 2019.

APPROVAL OF MEETING MINUTES

Martha Robertson moved to approve the February 13, 2019 Board meeting minutes. Laura Lewis seconded the motion. The motion was approved 7-0.

The meeting was adjourned at 2:42 PM.