

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
GOVERNANCE COMMITTEE MEETING MINUTES
DECEMBER 6, 2021**

The Ulster County Resource Recovery Agency held a Governance Committee Meeting on December 6, 2021. This meeting was held virtually through Webex.

The proceedings were convened at 2:09pm.

The following Board members were present: Committee Chair JoAnne Myers and Member Katherine Beinkafner. Member Lisa Mitten (Absent).

The following staff members were present: Executive Director/Controller Tim DeGraff, and Director of Operations and Compliance Charlie Whittaker.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

No public comment. No public present.

APPROVAL OF MINUTES

Katherine Beinkafner motioned to approve the July 20, 2021 Governance Committee Meeting and seconded by JoAnne Myers. VOTE: Ayes: 2; 1 absent (MITTEN).

ADMINISTRATIVE MATTERS

Review of various draft policies:

- **Conflict of Interest**
 - JoAnne Myers stated the draft Conflict of Interest policy is very explicit and in depth. JoAnne Myers' comments:
 - Would like a summary paragraph
 - Would like to move the Agency's fiduciary responsibility at front in the policy
 - Typo-"Budge" needs to be "Budget"
 - Need to add "all employees" to "board members". Should read "board members and/or all employees".
 - Everyone will need to sign-off on this policy
 - Katherine Beinkafner's comment:
 - On the second page the word "authority" needs to be changed to "Agency"

Katherine Beinkafner made a motion to present the amended Conflict of Interest Policy to the board at the next board meeting and seconded by JoAnne Myers. 2 in favor; 1 absent (MITTEN)

- **Rules of Conduct**-Tim DeGraff explained that this policy was mentioned in the Minutes by JoAnne Myers. Charlie Whittaker and Tim DeGraff worked on this policy together. They stated they put a lot of work into this policy.
 - JoAnne Myers' comments:
 - Really likes the policy

- Third title “Rules of Conduct” where it is discussed “All Motor Vehicles Must be.....” would like the sentence “Use Only Designated Tarping/Untarping Area(s)” to be added to that paragraph.
- In the list under the title “Rules of Conduct”, “Follow Direction(s) of UCRRA Employees” should be first in the list then “Obey all posted signs including stop signs.” next. The list should be in complete sentences. She would like a hierarchy of these items listed and each item should be numbered.
- This policy needs to be posted on the website and possibly handed out to everyone.
 - There was a brief discussion on what would be the best way to provide this information to the public. Staff and committee members decided to provide this policy to the vendors. This policy will be provided to all new staff members and in the personal policy.
- In the list under the title “Rules of Conduct” the sentence “No bribing staff (sandwiches, coffee, money, tickets, etc.)” should be added to the “Conflict of Interest Policy”. Tim DeGraff stated the Agency’s Procurement Policy allows a gift up to a \$75 value (no cash). Charlie Whittaker added that there is more risk/threat with customers versus vendors.
- She would like the policy presentation clear, summarized and with appendices that go in to depth.
- She stated this policy is definitely needed but not ready for approval.
- Katherine Beinkafner’s comments:
 - She asked the staff to explain the term “line gauging”. JoAnne Myers explained that it is line jumping. Charlie Whittaker explained sometimes people will cut in line especially with the long haul trucks.
 - She would like to review this policy more carefully.

The committee and staff tabled the Rules of Conduct Policy to review in more detail. This policy will be discussed again on December 27th at 11:00am prior to the Regular Board Meeting.

- **Board Member Orientation Checklist**

- JoAnne Myers’ comments:
 - She stated the checklist was very nicely done.
 - She would like the Rules of Conduct Policy to be setup like this checklist.
 - She would like to have the laws added with links. Tim DeGraff stated laws are under “Organizational Structure”. It was decided to move the laws under “History”.
 - Need to change “Authority Budge Office” to “Authorities Budget Office”.
- Katherine Beinkafner’s comments:
 - She stated she had not had a chance to review it.
 - She asked if training for violence in the workplace and sexual harassment would need to be done by the Board. Tim DeGraff stated if you are doing training through another organization you will not need to do the training with the Agency. He added that the Agency bought these training videos so they can do training not as a large group but interactively.

Katherine Beinkafner made a motion to present the amended Board Member Orientation Checklist to the board at the next board meeting and seconded by JoAnne Myers. 2 in favor; 1 absent (MITTEN)

- **Vaccination Policy (2 policies-Voluntary & Mandatory)**

- JoAnne Myers' comments:
 - She stated there are 2 Vaccination Policies; Voluntary and Mandatory. She asked Tim DeGraff what was the County's position. He believed the County met last week and approved 3 to 2 a resolution opposing mandatory vaccines. He believes the next full legislative meeting is on December 21st where the full legislature will vote. He stated they are not requiring mandatory vaccines but are putting rules in place, which will require employees to wear a mask and be subject to testing. He stated on a Federal standpoint with OSHA, there was a court case with approval for a stay for the Court case. OSHA was requesting private employers with more than 100 employees be required to be vaccinated. Tim believes the County didn't mandate vaccinations due to the OSHA case. Tim will provide the committee with the information regarding the stay that Amy Lopiano provided him. JoAnne stated the Agency should watch what is going on in the NYC as well.
- Katherine Bienkafner's comments:
 - She asked where the Agency stood with vaccinations. Tim DeGraff advised that the office staff has been vaccinated and one employee already received the booster due to high risk.
 - Tim DeGraff stated if the Agency was going to do a mandatory vaccination, it would have to consider how to handle the mandate, changes and all the boosters as well. He stated it would have to be a fluid policy.

The Committee and staff discussed amending the draft voluntary vaccination policy. Katherine Beinkafner stated proof of vaccination will need to be shown. Tim DeGraff stated the Agency should piggyback off the County's policy. Tim DeGraff will reach out to the County and discuss their policy, including asking them who pays for the testing. Tim DeGraff will prepare the revisions to the draft Voluntary Vaccination Policy and provide to the Committee to review at the meeting. The Governance Committee Meeting is set for Monday, December 27th at 11:00am prior to the Regular Board Meeting.

ADJOURN

Katherine Beinkafner motioned to adjourn the December 6, 2021 Governance Committee Meeting at 2:59pm. Seconded by JoAnne Myers. 2 in favor, 0 opposed, 1 absent (MITTEN).

December 27, 2021

Motion to approve the above transcribed Minutes of the December 6, 2021 Governance Committee Meeting was made by _____, moved by _____ and seconded by _____. ___ in favor, ___ opposed, ___ absent. Absent: ___

The minutes were approved by the Board.

Transcribed by: Melinda France, Office Manager

Meetings are recorded and available upon request.

Signatures:

JoAnne Myers, Chair

Melinda France, Office Manager

DRAFT