



Governance Committee Meeting April 16, 2020

Attendance: Ron Burns, Darlene Rowsam, Joe Lawrence, Brittany Davis, Cheyenne Steria

Employee Handbook

- The Committee reviewed proposed updates to Sections 1-4 and 6-7 of the IDA Employee Handbook and recommended the changes to the Board for approval.

Policies Review

- The Committee revisited the **Bylaws** with the update from Executive Director Davis that a change should be made for review of certain items by the Finance Committee instead of the Loan Review Committee. The Governance Committee agreed with the change and recommended approval by the Board at the next regular meeting.
- The **Compensation and Attendance Policy** was revisited with updated references to the Employee Handbook noted. The Committee recommended approval of the edits by the Board.
- A draft **Annual Assessment Policy** was provided by staff upon recommendation by Barclay Damon in conjunction with UTEP review. The Committee recommended approval of the edits by the Board.
- Staff will work to consolidate policy review to a quarterly schedule in the coming months.

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