



**ALBANY PORT DISTRICT COMMISSION
GOVERNANCE COMMITTEE**

NOVEMBER 25, 2024

12:00 P.M.

AGENDA

- 1) Approval of Minutes from the January 31, 2024 Governance Committee Meeting**
- 2) Review of the Committee Charter**
- 3) Review of the Mission Statement**
- 4) Proposed 2025 Meeting Dates**
- 5) Recommendations for 2025 Committee Assignments**
- 6) Enter Executive Session¹**
- 7) Exit Executive Session**
- 8) Next Meeting: January 29, 2025**

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
JANUARY 31, 2024

Chairperson Tagliento called the meeting to order. In attendance were Commissioners Steffens, Cinquanti, Coffey and Abriel. Also present were CEO Hendrick, General Counsel Jordan, CCO Daly, CFO Stuto, DSI Schneidawin, DEA Vavura, Security Officer Williams and Administrative Assistant DiLillo.

Counsel Jordan introduced the minutes of the November 29, 2023 Governance Committee meeting and called for a motion for their approval. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel and passed unanimously.

2024 NOMINATION OF APDC OFFICERS

Counsel Jordan presented a list of the proposed 2024 Nominations of Officers. After a brief discussion, Counsel Jordan called for a motion to approve and forward to the Board for approval the list of officer positions as presented. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

ANNUAL POLICY REVIEW

Counsel Jordan presented and reviewed the list of APDC policies for annual review. He reported that Port staff presently recommends no changes. Commissioner Coffey asked if the ABO required a Sexual Harassment Policy. Counsel Jordan noted that the Sexual Harassment Policy for APDC is included with the Personnel Policy Manual. Counsel Jordan called for a motion to approve the APDC polices and forward to the Board for approval. A motion was made by Commissioner Abriel, seconded by Commissioner Cinquanti and passed unanimously.

CONFLICT OF INTEREST DECLARATIONS

Counsel Jordan reported that all Conflict of Interest Declarations from Commissioners and Port staff have been received. He noted that the declarations will remain on file and will be included in the Paris report.

CONFIDENTIAL EVALUATION OF BOARD PERFORMANCE FOR 2023

Counsel Jordan reported that he received the Confidential Evaluation of Board Performance from all the Commissioners. He shared the summary of results document with the Committee noting that some items discussed previously had improved over the year. Commissioner Steffens noted that she is hopeful that some items may be addressed through the “Strategic Planning” efforts. Counsel Jordan noted that the staff appreciates the Board Member’s comments and critique and acknowledges that there is always room for improvement.

OTHER BUSINESS

There was no other business for discussion.

EXECUTIVE SESSION

There were no items for discussion in Executive Session.

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

ALBANY PORT DISTRICT COMMISSION COMMITTEE CHARTER

Pursuant to the Public Authorities Law, the Albany Port District Commission (the “Port”) establishes board committees with responsibilities pursuant to this written charter.

PURPOSE

The purpose of this Committee Charter, and the resulting Committees, are to help improve oversight, accountability, and transparency at the Port, thereby strengthening public confidence in its operations.

STRUCTURE/COMMITTEES

The Port shall have a Governance Committee, Finance Committee and an Audit Committee.

I. The Governance Committee.

A. Purpose.

1. The purpose of the Governance Committee (the “Committee”) is to assure that the Port Board fulfills its responsibilities for the promotion of competent, honest and ethical conduct by the Port in all its operations and enhance public confidence in the Port.

B. Composition.

1. The Committee will consist of a minimum of three members, one of whom will be the Committee Chairperson. The Committee members and Chairperson will be designated by the Chairperson of the Port Board. The majority of Committee members shall be “independent” as defined in section 2825 of the Public Authorities Law.
2. In addition to the members, the Chairperson of the Port Board shall be a non-voting member of the Committee.
3. Committee members shall serve annual terms and can be re-appointed or replaced at the end of their term or in other instances, as needed.

C. Meetings.

1. The Committee will meet at least twice a year. All Committee members are expected to attend each meeting, in person or via telephone or videoconference.

2. A majority of voting Committee members must attend in person in order to constitute a quorum and to hold a valid meeting.

D. Authority.

1. The Committee has the authority to seek any information it requires from staff (or from individuals/entities outside of the APDC), all of whom are directed by the Board to cooperate with the Committee's requests.
2. The Committee has the authority to meet with the Port's staff as necessary.
3. The Port Board shall ensure that the Committee has sufficient resources to carry out its duties.

E. Responsibilities.

1. The Committee shall be primarily responsible for:
 - a. Establishing policies to promote honest and ethical conduct by the Port's directors, officers and employees;
 - b. Keeping the Board informed of "Best Corporate Practices," reviewing corporate governance trends, updating corporate governance principals and advising appointing authorities of the skills and experience required of potential Board Members;
 - c. Reviewing and updating the Port's Code of Ethical Conduct/written policies regarding conflicts of interest;
 - d. Reviewing and updating whistleblower policy;
 - e. Reviewing and updating the Port's written policies regarding procurement of goods and services and the acquisition of real property or interests therein;
 - f. Reviewing and updating the Port's written policies regarding the disposition of real and personal property;
 - g. Reporting on its proceedings at the next full meeting of the Board;
 - h. Reviewing the adequacy of the Committee charter annually; and
 - i. Performing other activities related to this charter as requested by the Board.

MISSION STATEMENT

The APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of Capital Region and beyond while emphasizing transparency and public stewardship. The APDC's mission consists of three main tenets:

- Effective Management of the Public's Asset.
 - The APDC leads and manages the maritime operations and infrastructure of the publicly-owned Ports of Albany and Rensselaer – the public deserves effective management of, and a return of investment on, their asset – the Port of Albany-Rensselaer.

- Economic Contribution to the Region.
 - The APDC's activities should foster maritime and land-based economic activity, emphasize safety and security, and promote environmental/energy sustainability – the port should add value to the Capital Region's economy.

- Integrity, Professionalism and Customer Service.
 - The APDC's decisions and actions must always be rooted in public stewardship – integrity, professionalism, and customer service guide every Port decision and activity.

**PROPOSED
2025 DATES FOR ALBANY PORT DISTRICT
COMMISSION/COMMITTEE MEETING**

DATE	Board Meeting 12:00 noon or immediately following a committee mtg.	Audit Committee 12:00 noon	Finance Committee 12:00 noon	Governance Committee 12:00 noon
January 29, 2025	X			X
February 26, 2025	X			
March 26, 2025	X	X		
April 23, 2025	X		X	
May 28, 2025	X			
June 25, 2025	X			
July 23, 2025	X			
August 27, 2025	X		X	
September 24, 2025	X		X	
October 29, 2025	X		X	
November 24, 2025	X			X
December 17, 2025	X	X		

Monday mtg.

Could be changed to 19th.

Dates to remember: Feb school break 2/17-21; Spring school break 4/14-21
 ALL MEETINGS HELD IN THE CONFERENCE ROOM OF THE PORT SECURITY BUILDING,
 109 SMITH BOULEVARD, ALBANY, NEW YORK.

**PROPOSED
APDC COMMITTEE MEMBERSHIP
2025**

Audit Committee

Michael Cinquanti, Chair
Joseph Coffey, Member
Dominic Tagliento, Member
Warren Abriel, Member
Georgette Steffens, Ex Officio

Finance Committee

Joseph Coffey, Chair
Michael Cinquanti, Member
Dominic Tagliento, Member
Warren Abriel, Member
Georgette Steffens, Ex Officio

Governance Committee

Dominic Tagliento, Chair
Michael Cinquanti, Member
Joseph Coffey, Member
Warren Abriel, Member
Georgette Steffens, Ex Officio