



Governance Committee Meeting November 21, 2019

Attendance: Joseph Lawrence, Jerry Cayer, Tom Gillette, Eric Virkler, Tim Petersen, Cheyenne Steria

Board membership and officers

- Four applications were received by the Board of Legislators for the anticipated upcoming IDA Board vacancy.
- The Committee recommended the full Board name Cheyenne Steria Secretary/Treasurer upon a motion made by Jerry Cayer, seconded by Tom Gillette. Discussion included ensuring check signing policies are followed and appropriate steps are taken for checks and balances at committee level. All present voted in favor.

Policies Review

- The Committee recommended the full Board approve the LCIDA Code of Ethics, Board of Directors Duties & Responsibilities, Investment Policy and Procurement Policy with minor changes suggested by Mr. Virkler, upon a motion by Jerry Cayer. The motion was seconded by Tom Gillette and carried with all present in favor.

Staffing

- The Committee discussed the timing of the Executive Director's exit and the search for his replacement. It was suggested that identifying an Interim Executive Director could assist in the transition period.
- Jerry Cayer moved to recommend Brittany Davis be named Interim Executive Director of the IDA, effective January 1, 2020, contingent on her interest in accepting the role. Tom Gillette provided the second and all present were in favor.
- Jerry Cayer moved to recommend Brittany Davis be added as a check signer effective December 23, 2019, and to officially remove Eric Virkler as a signer, contingent on her interest in accepting the Interim Executive Director role. Tom Gillette provided the second and all present were in favor.
- The Committee would like to see the Executive Director job description ready to approve at the December 5 Board meeting, to be posted December 6.

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