

# Montgomery-Otsego-Schoharie Solid Waste Management Authority

## Committee Responsibilities

### **Finance Committee –**

✓ Budget Management (Operating/Capital)	✓ Employee Benefit Mgmt.
✓ Financial Management (Cash Flow Proj.)	✓ Personnel Allocation / Reallocation
✓ Fund Management	✓ Insurance Management
✓ Fiscal /Mgmt. Reporting	✓ Accounts Payable
✓ Purchasing / Bidding	✓ Payroll
✓ Fixed Assets / Inventory Mgmt.	✓ Information Management
✓ Billing / Customer Relations	✓ Managerial / Cost Accounting
✓ Administration of Credit Policy	✓ Annual Review of Investments

### **Personnel Committee –**

✓ General oversight of all personnel matters.
✓ Oversight of labor contract negotiations and implementations.
✓ Human resource assessment and planning.
✓ Human resource management – job descriptions, performance appraisal program, training and development.
✓ Employee handbook - review and update.
✓ Professional Service Agreements - review and update.
✓ Records of Executive Officer attendance and leave.

### **Operations Committee --**

✓ Assure facility compliance with appropriate regulations and laws.
✓ Establish and periodically review operational policies and procedures.
✓ Provide for safety as it relates to PESH, Workers Compensation, all types of customers, and asset protection.
✓ Assess risks and provide for contingency planning relative to the landfills, transfer stations as well as for occupational / operational safety.
✓ Establish and annually review landfill post-closure needs.
✓ Plan for a fully integrated solid waste system that provides for the most effective, efficient and safe operations.
✓ Establish and maintain a capital needs review process for renewal, improvement efficiencies and replacement of facilities and link with the Finance Committee.
✓ Equipment replacement schedule

### **Planning Committee**

✓ Manage and maintain ongoing strategic planning activities with participating counties.
✓ Provide direction and oversight for data collection and all required reporting as required by regulation, law and agreements.
✓ Research and recommend enhancements to existing solid waste system so as to fulfill the mission of the Authority.

### **Governance and Ethics Committee --**

✓ Develop Authority's governance practices to address transparency, independence, accountability, fiduciary responsibilities, and management oversight and monitor corporate governance trends.
✓ Identify competencies and personal attributes required of Governing Board members to assist those authorized to appoint members to the Governing Board in identifying qualified individuals.
✓ Develop Board member education including new member orientation and regularly scheduled board member training to be obtained from state-approved trainers.
✓ Recommend to the Board on performance evaluations of the board and its committees.
✓ Develop, review on a regular basis, and update as necessary the Authority's code of ethics and written policies regarding conflicts of interest
✓ Develop and recommend to the Board any required revisions to the Authority's written policies regarding: <ul style="list-style-type: none"><li>○ Complaints and protection of whistleblowers from retaliation.</li><li>○ Equal opportunity and affirmative action</li><li>○ Procurement of goods and services</li><li>○ Disposition of real and personal property.</li></ul>
✓ Review and recommend on bylaws and procedures for conducting the business of the Authority's Board.

**Audit Committee --**

✓ The committee shall be comprised of at least three independent members as defined in Section 2824, paragraph 4, of the Public Authorities Law.
✓ All members of the Audit Committee shall possess or obtain a basic understanding of governmental financial reporting and auditing.
✓ Appoint and oversee the work of the certified independent accounting firm to perform an annual independent audit of the Authority's financial statements.
✓ Approve the compensation to be paid to the accounting firm hired to perform the annual independent audit.
✓ Meet with the Authority staff, independent auditors or outside counsel, as necessary to assure that the Authority's Governing Board fulfills its responsibilities for the Authority's internal and external audit process, the financial reporting process and the system of risk assessment and internal controls over financial reporting and to provide an avenue of communication between management, the independent auditors, the internal auditors, and the Governing Board.
✓ May retain, at the Authority's expense, such outside counsel, experts and other advisors as the audit committee may deem appropriate to fulfill its charge as set forth in the Audit Committee Charter.
✓ Implement a system of internal controls
✓ Provide for the reporting, investigation and resolution of suspected fraudulent activities, allegations of corruption, fraud, criminal activity, conflict of interest or abuse of internal controls
✓ Periodically review credit card statements, bank reconciliations and other transactions as deemed necessary.
✓ Present reports to the Governing Board on activities
✓ Obtain training specific to the committees functions
✓ Review the committee's charter annually.