

**ORANGE COUNTY INDUSTRIAL DEVELOPMENT AGENCY
COMPENSATION, REIMBURSEMENT, AND ATTENDANCE POLICY**

AREA: Governance

RESPONSIBLE DIRECTOR: Director of Administration


President and Chief Executive Officer

APPROVED BY:


Chairman, Board of Directors

EFFECTIVE DATE: December 17th, 2025

SUPERSEDES: Any and all previous dates

UPDATED (date): December 9, 2025

REVIEWED (date): December 17, 2025

I. Statement and Purpose:

This policy establishes the standards for compensation, reimbursement, and attendance expectations for members, officers, employees, and agents of the Agency. It ensures compliance with the New York State General Municipal Law and the Public Authorities Accountability Act while promoting accountability, transparency, and fairness. The policy underscores that board members serve without salary but may be reimbursed for reasonable expenses, while officers and staff may receive Board-approved compensation. Attendance and participation are emphasized as vital to the effective governance and operations of the Agency.

II. Significant Principles:

- Board members serve without salary but may receive reimbursement for reasonable, Board-approved expenses.
- Officers, employees, and agents may receive compensation and expense reimbursement as approved by the Board.

- All members and officers are expected to fulfill their duties in accordance with the Agency's By-Laws.
- Excessive unexcused absences (more than five per year) may be reported to the Authorities Budget Office for review.

III. Procedure:

- Reimbursement requests must be submitted with documentation and approved by the Board before payment.
- Compensation levels for officers and employees are set and adjusted by Board resolution.
- Attendance of members and officers is tracked against meeting schedules.
- The Board enforces attendance expectations and monitors compliance with the By-Laws.

IV. Evaluation:

- Annual review of compensation levels and reimbursement practices by the Board to ensure compliance with statutory guidelines.
- Monitoring and reporting of board member attendance to identify patterns of excessive absence.
- Periodic assessment of whether compensation and reimbursement remain consistent with best practices and public accountability standards.
- Oversight reporting to the Authorities Budget Office when required.

Pursuant to and in accordance with Sections 856 of the General Municipal Law and the Public Authorities Accountability Act of the State of New York, the members of the board of the Orange County Industrial Development Agency shall serve without salary at the pleasure of the Orange County Legislature, New York, but may be reimbursed for reasonable expenses incurred in the performance of Agency duties at the approval of the Board.

The officers, employees and agents of the Agency shall serve at the pleasure of the Agency at such compensation levels as may be approved by the Board from time to time and may be reimbursed for reasonable expenses incurred in the performance of Agency duties at the approval of the Board.

The members of the Board and officers of the Agency shall be available as required to perform the operations of the Agency and as set forth within the By-Laws of the Agency, as may be amended, restated or revised by the Board from time to time. Board Members are encouraged to attend all meetings, but more than five absences per year may be reported to the IDA's oversight entity, the Authorities Budget Office. Said members and officers of the Agency shall

put forth their best efforts to perform their respective duties as outlined in the By-Laws of the Agency and any other directives of the Board relating to same.