

SELF-EVALUATION POLICY & PROCEDURES
TOWN OF HEMPSTEAD
Local Development Corporation

Self-analysis & internal evaluation of LDC procedures and policies is a crucial and difficult area to objectively calculate. We believe that the LDC has policies and procedures in place that ensure productivity, efficiency and effective financial “checks and balances” that govern the conduct of the members, and of the staff who run the day-to-day operations.

The staff literally, on a weekly basis, or more frequently as events dictate, reviews operations to ensure that the corporation is fulfilling its mandate to spur economic development. This includes procedures to comply with state requirements, reaching out to prospective clients and updating projects in the pipeline.

Any procedural or policy changes are discussed with agency counsel and then with board members serving on the LDC committee that has jurisdiction over each of the respective areas impacted.

The status of all projects are updated for board members through a monthly Chief Executive Officer’s Report, as needed which includes reports as to corporation operations, finances, procedures and policies.

Our outside accountants independently audit our records and finances to evaluate, from their perspective as detached financial analysts, LDC procedures, policies and compliance with state requirements and laws.

Specific roles:

- 1) CEO – Primary responsibility is the implementation of enacted procedures and policies of the Corporation. The CEO is the staff person who is primarily responsible to ensure that the enacted resolutions and adopted policies and procedures are fully implemented that the overall operation of the LDC complies with both legal requirements and those implemented by the board of directors. These formal actions, together with the operational methodology, govern the manner in which the corporation conducts business.

As such, the CEO coordinates all corporation activities to effectuate the mission statement and the outreach to the economic and business community to generate an awareness of the agency's role and to spur project development.

The CEO further ensures that internal controls are in place and that the budget is within projections established both prior to the budgetary year and as the year unfolds. The CEO oversees the other personnel and interacts, on an ongoing basis, with the corporation council and chairs of the various committees with jurisdiction over the corporation's operations.

The CEO, as designated chief exponent of LDC operations, frequently speaks before economic groups, participates in forums and visits existing projects and potential ones to explain LDC benefits.

The CEO is a bank signatory and oversees the income and expenditures of the corporation, as well as opens and reviews all bank statements to ensure postings comply with bank reports. The CFO and Corporate Administrator tend to the corporation's daily financial operations and bookkeeping.

- 2) CFO- Oversees status of project compliance through a spreadsheet that includes all material data for each Corporation project. This is updated for accuracy and provides an ongoing tally of projects, the status and composite of all LDC projects.

Corporate Administrator- Independently reviews each check and wire that is submitted for induced projects. Thus, the CFO acts independently to account for all revenues that are received and invested by the agency. In addition, the Corporate Administrator is responsible for the day-to-day expenditures of the corporation and the related record keeping. Claim forms are attached to every bill and checks are signed by one of the bank signatories. The CFO is also a bank signatory.

- 3) Fees or other income earned by the agency are prudently invested with commercial banks. On an ongoing basis, staff receives and verifies documentation to ensure that all accounts are adequately collateralized and the corporation's investments are protected. The CEO frequently contacts commercial banks to ascertain the highest rates earned on a 30, 60, 90 day or longer basis. Moneys will be transferred among the highest paying financial institutions. The CEO reviews the overall investments with the CFO & Corporate Administrator and reports his findings to the Chairman of the Finance Committee.
- 4) As economic development is the paramount reason for the existence of the LDC, continuous outreach to the academic, business, real estate and development communities is a crucial aspect of the daily operation of the CEO and staff.

Constant perusal of periodicals, updates to developers, brokers and business persons, as well as, onsite meetings with elected officials & members of the

economic development community ensure that the corporation and the benefits it provides are well known to all these key groups.

The CEO prepares a monthly report of potential projects, inquiries and solicitations that serves as a basis to track corporation involvement.

These formal internal procedures, as well as the documentation produced, provide the corporation with a structure that ensures a constant self-evaluation of its staff, procedures and overall operation.

Adopted – 3/18/25

Resolution Number: 009 – 2025 LDC

(ayes) 6

(nays) 0



Thomas Grech
Acting/ Vice Chairman