



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation  
Governance Committee Meeting  
Wednesday, January 31, 2024, at 3:15 p.m.  
Ronald E. Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Economic Development Conference Room #109**

**Governance Committee Meeting Agenda**

1. Call to Order
2. Attendance
  - a. Roll Call: S. Yetter, D. Astorina
  - b. Board Chair: R. Kelsey
  - c. Invited Guests: B. Woodburn, K. Warfle
3. Old Business
  - a. Approval of Minutes of Governance Committee Meeting, November 21, 2023  
**Motion to approve November 21, 2023, Governance Committee Meeting Minutes, as written.**
4. New Business
  - a. Nominations for Slate of Officers for 2024  
**Motion to nominate 2024 Slate of Officers to the TCPDC board, as presented.**
  - b. Nominations for Finance, Governance, and Audit Committees
  - c. Other appointments  
**Motion to recommend nominations for finance, governance, and audit committees and other appointments to the TCPDC Board, as presented.**
  - d. Annual Board Performance Evaluation  
Brittany to provide summary – 6 out of 7 Board members have completed the annual performance evaluation for 2023. I will continue to work with the last board member to complete, as this information will eventually need to be shared with the Authorities Budget Office. Summary of the results are included in your meeting packets. Overall, the Board mostly “Agreed” with the statements and criteria, in addition to a hand full of “Somewhat Agreed.”
  - e. Review of Annual Financial Disclosure, Policy Review Attestation, and ABO Board of Directors Training  
Brittany to provide summary - Board Members have all completed Annual Financial Disclosure forms, policy review attestation forms and Annual Sexual Harassment training for 2023.

Looking to 2024 - Myself, Stu (October), Marte (September) and Hannah (December) will need to complete ABO training in 2024 (completed every 3 years). The annual policy review and the Annual Statement of Financial Disclosure for 2024 is due March 31 and the financial disclosure

form must be completed by May 15, 2024. Annual sexual harassment training will also need to be completed. I will have Karen send around these reminders.

- f. Review and Reaffirm Recommendation of TCPDC Policies and Guidelines

**Motion to reaffirm and recommend the TCPDC policies and guidelines to the TCPDC board.**

## 5. Adjournment

A PARTNER OF  TEAM TIOGA