

Governance Committee Meeting

Minutes

January 22, 2026 / 9:30 a.m. / TC ED&P Conference Room

Attendance:

Board Members: Brittany Woodburn, Chair / Beth Johnson / Brie Woods

Staff: Becca Maffei

Committee Duties

- Reviewed charter example and committee duties
- Monthly updates to be provided to Board by Becca
- Annual Committee Report – Annual Self-Evaluation Template reviewed.
Submission pending for 2026

Annual Reviews Pending - Discussion

- By-Laws
- Policies
- Governance Committee Charter
- Procurement Policy needs to be reviewed and updated

Empty Board Seat

- Agreed to discuss with full board regarding desired skills/expertise of potential candidates
- Brie to share board interest evaluation form for potential candidates
- Onboarding process and documents to be developed

Annual Board of Directors Training and Forms

- All information sent. Completed forms, training registrations and certifications beginning to come in.

Compliance Status

- LDC Webpage on tiogacountyny.gov – In progress
- Meeting Notices – Annual board meeting announcements sent. Meeting dates and time also posted to county website events calendar. ABO requirements regarding public notification satisfied.

- Live Stream Requirement
 - Policy and board resolution of authorization needed, implementation pending.

MRB Group

- Agreed to work with MRB Group to review By-Laws and Procurement Policy

Legal Representation Discussion

- Agreed to begin process of looking at local representation, preferably at an hourly rate.

Governance/Finance Committee Meetings

- 15-minute monthly meeting before LDC Board Meeting
- Agreed to request board meeting time change to 9:00 a.m. to accommodate the above.

Old Business

New Business

Adjournment