



Tioga County Industrial Development Agency  
Governance Committee Meeting  
December 4, 2024 – 4:00 pm  
Ronald E Dougherty County Office Building  
56 Main Street, Owego, NY 13827  
Minutes

- I. Call to Order and Introductions: 4:15 pm
- II. Attendance:
  - a. Governance Committee Members: Jon Ward, Mari Townsend
  - b. Excused: Eric Knolles
- III. Approval of Minutes

New Business

- A. Annual Policy Review
  - a. Mission Statement
  - b. By-Laws
  - c. Code of Ethics
  - d. Assessment of Internal Controls
  - e. Procurement Policy
  - f. Property Disposition Policy
  - g. Whistle Blowers Policy
  - h. Employee Handbook
  - i. Governance Committee Charter
  - j. Procedure Manual
  - k. TCIDA Sexual Harassment Policy

The by-laws require some committees to meet quarterly. It is recommended to discuss updating the committee meeting frequency.

- B. Committee member review
  - 1. Executive Board Members
    - a. Chair- Jon Ward
    - b. Vice Chair- Kevin Gillette
    - c. Secretary- M. Townsend
    - d. Treasurer- Eric Knolles
  - 2. Committee Appointments
    - a. Governance- J. Ward, M. Townsend, E. Knolles
    - b. Audit- E. Knolles, B. Evanek, J. Ward
    - c. Railroad- T. Monell, K. Gillette, M. Sauerbrey
    - d. Finance- K. Gillette, M. Townsend, J. Ward
    - e. Loan- K. Dougherty, D. Barton, J. Lavo, J. Ward, E. Knolles, B. Evanek
    - f. Public Relations- M. Sauerbrey, T. Monell, B. Woodburn
  - 3. Other Appointments



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ECONOMIC DEVELOPMENT & PLANNING | INDUSTRIAL DEVELOPMENT AGENCY | LOCAL DEVELOPMENT CORPORATION

- a. Designee (per Employee Handbook) –
  - b. Compliance Officer- Brittany Woodburn
  - c. Contracting Officer-
  - d. Freedom of Information Officer-
  - e. Code of Ethics Officer- J. Meagher
  - f. Internal Controls Officer- J. Nolis
- C. Appointment of new board member- The board is continuing to look for another board member.

**The Governance committee recommends the board to approve policies and procedures and review the bylaws regarding meeting frequency requirements of committees. (J. Ward, M. Townsend)**

Adjourned: 4:35 pm