

**Tioga County Local Development Corporation
Board of Directors' Agenda
Annual Meeting
January 9, 2020, 8:30 am
Economic Development and Planning Conference Room,
56 Main Street, Owego NY**

A) Call to Order and Introductions

- LeeAnn Tinney, President

B) Attendance

- LDC Board Members
- Ex Officio Board Member
- Guests
- Excused

C) Consent Agenda

I) Monthly Meeting Designation

- County Office Building, 56 Main Street, Owego, Economic Development and Planning Conference Room at 8:30 am the first Thursday of each month

II) Media Designation

- The Press & Sun Bulletin as the media designation

III) Slate of Officers:

- President – L. Tinney
- Vice President – M. Kiechle
- Secretary – B. Johnson
- Treasurer – J. Ward

IV) Committee Appointments:

- Governance Committee – L. Tinney, B. Johnson, Open Seat
- Audit Committee – J. Ward, L. Tinney, D. Astorina
- Finance Committee – L. Engelbert, L. Tinney, M. Kiechle
- I Love New York Cooperative Partners Matching Funds Program Committee – J. Ward, L. Tinney, L. Maley (Advisory), B. Maffei (Advisory)

V) Other Appointments

Compliance Officer

- Contracting Officer – R. Maffei
- Compliance Officer – R. Maffei
- Freedom of Information Officer – R. Maffei
- Code of Ethics Officer – J. Meagher (IDA Attorney)

VI) Annual Policy Review

- Governance Committee review of by-laws and policies – Sexual Harassment Prevention Policy added.
- Governance Committee review of employee handbook – No changes from 2019

VII) Other Annual Review

- Report on Conflict of Interest Incidents – No COI reported

VIII) Audit Committee:

1) Appointments

- Audit Firm: EFPR Rotenberg
- Financial Expert: EFPR Rotenberg
- Official Depository: Tioga State Bank

2) Annual Policy Review

- Audit Committee review of Audit Charter and Policies – No changes from 2019

VIII) Finance Committee:

1) Review of Corporate Investments

- There are currently no Corporate Investments

2) Review of Capital Investments and Capital Plan

- There is no significant change to the Capital Plan and no Capital Investments

3) Annual Policy Review

- Review of Finance Committee Charter and Policies – No changes from 2019

D) Executive Session

- Compensation and Benefits of Staff

E) Annual Budget Review and Approval

F) Annual Disclosure Documents and Board Forms

G) Old Business

H) New Business

I) Updates

J) Adjournment