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Tioga County Industrial Development Agency

January 7, 2015 • 5:00 p.m. • Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827

Annual Meeting Agenda

- I. **Call to Order and Introductions**
- II. **Attendance**
- III. **New Business**
 - A. Monthly Meeting Designation
 1. Date- first Wednesday of each month
 2. Time- 5:30 p.m.
 3. Location- Ronald E. Dougherty County Office Building, 56 Main Street, Owego, Hubbard Auditorium, 1st Floor
 - B. Media Designation
 1. Press & Sun Bulletin
 - C. Governance Committee Recommendations
 1. Slate of Officers
 - a. Chair- R. Kelsey
 - b. Vice Chair- K. Dougherty
 - c. Secretary- R. Case
 - d. Treasurer- A. Gowan
 2. Committee Appointments
 - a. Governance- R. Kelsey, E. Woods, K. Dougherty
 - b. Audit- A. Gowan, R. Kelsey, E. Woods
 - c. Railroad- T. Monell, W. Caloroso, R. Case, K. Gillette
 - d. Finance- R. Kelsey, A. Gowan, K. Gillette
 - e. Loan- A. Gowan, R. Kelsey, K. Dougherty, S. Thomas, D. Barton
 3. Other Appointments
 - a. Designee (per Employee Handbook) – L. Tinney
 - b. Compliance Officer- R. Fiato
 - c. Contracting Officer- R. Fiato
 - d. Freedom of Information Officer- R. Fiato
 - e. Code of Ethics Officer- J. Meagher
 - f. Internal Controls Officer- Jan Nolis Rathke

4. 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
 5. Other Annual Review
 - a. Compensation and Benefits of Business Administrator
 - b. Report on Conflict of Interest Incidents
 - c. Self-Evaluation of Performance
- D. Audit Committee Recommendations
1. Appointments
 - a. Audit Firm- Piaker & Lyons
 - b. Financial Expert- Jan Nolis Rathke
 2. Annual Policy Review
 - a. Audit Committee Charter
 - b. Self-Evaluation of Performance
- E. Finance Committee Recommendations
1. Official Depositories
 - a. Chemung Canal Trust Company
 - b. Community Bank
 - c. Tioga State Bank
 2. Annual Policy Review
 - a. Investment Policy
 - b. Finance Committee Charter
 - c. Investment Annual Report
 - d. Self-Evaluation of Performance
 3. Annual Designation of Signors on bank accounts
 - a. R. Kelsey, K. Dougherty, R. Case, A. Gowan and R. Fiato
- F. Annual Certifications
1. Internal Controls Certification
 2. Annual Evaluation of Board Performance
 3. Fiduciary Responsibilities Certification
- G. Miscellaneous
1. Contact information

IV. Adjourned