



**Tioga County IDA**  
**Governance Committee Meeting**  
**September 23, 2019 • 11:00 am •**  
**Minutes**

Members: J. Ceccherelli, A. Gowan, R. Kelsey

Present: J. Ceccherelli, R. Kelsey

Guests: C. Curtis, L. Tinney

Call to Order

New Business

- A. C. Curtis Employee Evaluation
  - 1. Evaluation form dated 8/20/2019 reviewed and goals discussed
- B. C. Curtis Time Tracking
  - 1. L. Tinney will review and sign C. Curtis' time tracking on a bi-weekly basis
- C. C. Curtis Compensation
  - 1. C. Curtis requested Governance Committee review of compensation schedule
- D. Executive Assistant Duties and Compensation
  - 1. Governance Committee will review duties and compensation associated with Executive Assistant position

Adjourned: Meeting adjourned at 12:30 pm.