



TCPDC

TIOGA COUNTY PROPERTY DEVELOPMENT CORPORATION

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**Tioga County Property Development Corporation
Governance Committee
Wednesday, October 26, 2022 at 3:30 PM
Ronald E. Dougherty County Office Building
56 Main Street, Owego, NY 13827
Economic Development Conference Room #201**

Agenda

1. Call to Order
2. Attendance
 - a. Roll Call: S. Yetter, P. Ayres, L. Pelotte, D. Astorina
 - b. Invited Guests: B. Woodburn, K. Warfle
3. New Business
 - a. Property valuation policy update recommendation
 - b. Land Bank Employee Evaluation form
4. Adjournment

A PARTNER OF

TEAM TIOGA



**Tioga County Property Development Corporation
Performance Management Planning and Review Form**

1. Employee Information

Name		Land Bank	Director
Performance Period		Discussion Date	Supervisor Name

2. Performance Factors

Please rate the employee on each performance factor based on the statements provided. For ratings DNM please use the "Comments" section to explain performance concerns. If the performance factor is not relevant to the employee's position, use the rating N/A. Please attach additional sheets or documentation if necessary.

(E) Exceeds Expectations	(M) Meets Expectations	(DNM) Does not meet Expectations
Performance frequently exceeds requirements with minimal direction. Performs task and/or function consistently in a timely manner at a very high quality level.	Performance fully meets job requirements on a consistent basis.	Performance frequently does not meet expectations. Improvement is necessary.

PERFORMANCE FACTORS

Rating

Job Knowledge and Skills:		
• Demonstrates an understanding of concepts, methods, techniques and principles necessary to accomplish job duties.		
• Keeps current on technical matters and professional development in his/her area; responds accurately to inquiries. Consults with others and uses resources appropriately.		
• Demonstrates knowledge of inclusive practices and respectful workplace expectations.		
• Accuracy and attention to detail.		
Comments:		
Judgment, Problem Solving, and Decision Making:		
• Identifies priorities and acts on them.		
• Takes initiative in identifying and researching problems. Develops appropriate and creative solutions and selects the best course of action. Takes action in a timely manner after considering critical factors.		
• Adheres to professional ethics and best practices.		
• Demonstrates sound judgment.		
Comments:		
Communication:		
• Listens Actively.		
• Accepts and offers feedback constructively.		
• Develops clear, concise and complete written materials.		
• Shares information as needed and in ways that promote collaboration.		
• Understands and is responsive to differences in communication styles based on cultural or other factors.		
Comments:		

Planning and Productivity:	
• Completes assignments and projects within a specified time frame. Consistently meets deadlines.	
• Organizes and prioritizes appropriately.	
• Delegates work when appropriate.	
• Consults with supervisor regarding workload as necessary.	
• Effectively utilizes time management.	
• Keeps Board and/or supervisors informed of plans and/or absences.	
• Keeps Board informed of all updates and activities.	
Comments:	
Financial and Resource Management:	
• Works within budgets to meet operating objectives.	
• Utilizes resources effectively to minimize and control expenses.	
• Thinks strategically regarding financial management.	
Comments:	
Cooperation and Teamwork:	
• Provides excellent customer service and understands the importance of responding courteously and promptly to all internal and external customers.	
• Exhibits the ability to adapt to differences in personalities, work styles, and cultures.	
• Works in a positive, supportive and respectful manner with staff, other departments, and the public.	
Comments:	

3. Additional Comments:

Specific contributions and achievements not previously mentioned:
Improvement opportunities:
Professional development and training recommendations:
Other comments:

4. Performance Goals

Please attach Goals for next review period.

5. Overall Performance Rating: Mark the overall rating that best reflects combined performance and results.

Exceeds Expectations	Meets Expectations	Does Not Meet Expectations

6. Signatures

Employee’s signature acknowledges receipt of the completed evaluation. It does not indicate agreement with the contents. The employee may include their own comments to rebut, correct, amplify or explain any content in their performance evaluation in writing and attaching to this form.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Board Chair: _____ Date: _____