

**Jefferson County Industrial Development Agency  
Governance Committee Meeting Minutes via Zoom  
September 3, 2020**

The JCIDA governance committee meeting was held via zoom on Thursday, September 3, 2020.

**Present:** W. Edward Walldroff, Paul Warneck, William Johnson

**Excused:** None

**Absent:** None

**Also Present:** Donald Alexander, David Zembiec, Peggy Sampson, Marshall Weir, David Converse, John Jennings

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 8:38 a.m.
- II. **Review Current Bylaws:** Committee members reviewed the current bylaws. There were no updates/changes.
- III. **Review Current Mission Statement/Performance Measurements:** The Mission Statement was updated to include all of the policies and procedures of the agency. The Performance Measurement form was updated to include the results of the previous years goals. Staff is currently gathering the results and will have them ready before the October board meeting.
- IV. **Review Current Policies and Procedures:** There were no updates/changes to the current policies and procedures.

After review and discussion, a motion was made by Mr. Warneck to recommend approval of all the policies and procedures to the full board of directors, seconded by Mr. Johnson. All in favor.

- V. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Warneck, seconded by Mr. Johnson. The meeting adjourned at 8:41 a.m.