Jefferson County Civic Facility Development Corporation

800 Starbuck Avenue, Suite 800 Watertown, New York 13601

Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915

TO:

Governance Committee

W. Edward Walldroff, Chair

Paul Warneck William Johnson

FROM:

Donald C. Alexander

DATE:

November 19, 2019

SUBJECT:

Governance Committee Meeting Notice

A JCCFDC Governance Committee meeting has been scheduled for Tuesday, November 26, 2019 at 9:00 a.m. in the board room at 800 Starbuck Avenue, Watertown, NY.

Agenda item(s):

- Summary Results of the Annual Confidential Board Evaluations

Please confirm your attendance with Peggy Sampson <u>pssampson@jcida.com</u> at your earliest convenience.

pss

c:

David Converse, Board Chairman

Media

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JCCFDC GOVERNANCE COMMITTEE MEETING Tuesday, November 26, 2019 9:00 a.m.

AGENDA

I.	Call to Order
II.	Pledge of Allegiance
III.	Annual Confidential Board Evaluations
IV.	Other business
v.	Adjournment

Summary Results of Confidential Evaluation of Board Performance

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding	5	1		D.049.00
2	of the mission and purpose of the Authority. The policies, practices and decisions of the Board are always consistent with this mission.	5	1		
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	6			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	6			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	4	1	1	
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	5	1		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	5	1		
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	5	1		
9	The Board meets to review and approve all documents and reports prior to public release and is confident that the information being presented is accurate and complete.	4	1	1	
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	5	1		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	5	1		
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	5		1	
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	5		1	
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	4	2		
15	The Board has identified the areas of most risk to the Authority and works with management to implement risk mitigation strategies before problems occur.	4	2		
16	Board members demonstrate leadership and vision and work respectfully with each other.	6			

Name of Authority:	Jefferson County Civic Facility Development Corpora	<u>ation</u>
Date Completed:	, 2019	

Jefferson County Civic Facility Development Corporation 2018-2019 Confidential Evaluation of Board Performance

1 2	Criteria Board members have a shared understanding	Agree	Agree	Disagree	Disagree
2	Board members have a shared understanding				
	of the mission and purpose of the Authority.		_		
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	management and operations of the Authority				
	and reviews these annually.				
5	The Board sets clear and measurable				
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I	contribute to accomplishing its mission.	V _			
6	The decisions made by Board members are	/			
	arrived at through independent judgment and	\cap			
1	deliberation, free of political influence, pressure	<i>V</i>			
1	or self-interest.				
7	Individual Board members communicate	(")			
1	effectively with executive staff so as to be well				
	informed on the status of all important issues.				
8	Board members are knowledgeable about the				·····
l	Authority's programs, financial statements,				
	reporting requirements, and other transactions.	X			
9	The Board meets to review and approve all				
1	documents and reports prior to public release		()		
	and is confident that the information being		X		
	presented is accurate and complete.				
10	The Board knows the statutory obligations of				
- 1	the Authority and if the Authority is in	$\mid X \mid$			
	compliance with state law.				
11	Board and committee meetings facilitate open,	0			
1	deliberate and thorough discussion, and the	$X \mid$			
12	active participation of members. Board members have sufficient opportunity to				
12	research, discuss, question and prepare before				
	decisions are made and votes taken.				
13	Individual Board members feel empowered to				
	delay votes, defer agenda items, or table				
	actions if they feel additional information or	()			
	discussion is required.	X			
14	The Board exercises appropriate oversight of				
1	the CEO and other executive staff, including				
	setting performance expectations and	(/			
	reviewing performance annually.		1		
15	The Board has identified the areas of most risk 1				
	to the Authority and works with management to	\cap			
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	problems accur.		***************************************		
16	Board members demonstrate leadership and	77		,	***************************************
	vision and work respectfully with each other.	1			

	to the Authority and works with management to implement risk mitigation strategies before problems occur.	2
16	Board members demonstrate leadership and vision and work respectfully with each other.	2
Date (Completed: 10 - 7 - 2019	
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<u>Jefferson County Civic Facility Development Corporation</u> 2018-2019 Confidential Evaluation of Board Performance

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding		3		
	of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the				
	Board are always consistent with this mission.	X			
3	Board members comprehend their role and				
1	fiduciary responsibilities and hold themselves	.,			
	and each other to these principles.	X			
4	The Board has adopted policies, by-laws, and				
	practices for the effective governance,				
1	management and operations of the Authority	X			
	and reviews these annually.				
5	The Board sets clear and measurable				
	performance goals for the Authority that		Х		
	contribute to accomplishing its mission.				
6	The decisions made by Board members are				
	arrived at through independent judgment and				
	deliberation, free of political influence, pressure	X			
	or self-interest.	_ ^			
7	Individual Board members communicate				·
	effectively with executive staff so as to be well	X			
l	informed on the status of all important issues.				
8	Board members are knowledgeable about the				
	Authority's programs, financial statements,	X			
	reporting requirements, and other transactions.				
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	documents and reports prior to public release	X			
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	compliance with state law.				
11	Board and committee meetings facilitate open,			•	
	deliberate and thorough discussion, and the	\ \			
	active participation of members.	X			
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	research, discuss, question and prepare before	X			
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	setting performance expectations and		X		
	reviewing performance annually.				
15	The Board has identified the areas of most risk				
	to the Authority and works with management to		\ \ \		
	implement risk mitigation strategies before		X		
	problems occur.				
16	Board members demonstrate leadership and				
<u></u>	vision and work respectfully with each other.	X			

Date Completed: _	10/7/2019	}	
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Jefferson County Civic Facility Development Corporation 2018-2019 Confidential Evaluation of Board Performance

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	i	. 719100	Disagree	Disagree
2	The policies, practices and decisions of the Board are always consistent with this mission.				
3	Board members comprehend their role and fiduciary responsibilities and hold themselves	V			
4	and each other to these principles. The Board has adopted policies, by-laws, and				***************************************
	practices for the effective governance, management and operations of the Authority and reviews these annually.	V			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	V			
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7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	V			
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10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	W			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	2			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.			Me to	
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.				
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16	Board members demonstrate leadership and vision and work respectfully with each other.	<i>i</i>			

	setting performance expectations and reviewing performance annually.		
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16	Board members demonstrate leadership and vision and work respectfully with each other.	<i>i</i> /	
Date (Completed:		
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Jefferson County Civic Facility Development Corporation 2018-2019 Confidential Evaluation of Board Performance

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding	/			
	of the mission and purpose of the Authority.				
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	practices for the effective governance,				
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	reporting requirements, and other transactions.	V			
9	The Board meets to review and approve all				
	documents and reports prior to public release	/		٠	
	and is confident that the information being				
	presented is accurate and complete.				
10	The Board knows the statutory obligations of				
	the Authority and if the Authority is in				
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11	Board and committee meetings facilitate open.				
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	research, discuss, question and prepare before				
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	problems occur.				
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Date 0	Completed:	10	-30- 3	2019			
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<u>Jefferson County Civic Facility Development Corporation</u> 2018-2019 Confidential Evaluation of Board Performance

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding	X	9.55		Dioug.co
	of the mission and purpose of the Authority.				
2	The policies, practices and decisions of the	X			
	Board are always consistent with this mission.				}
3	Board members comprehend their role and	X			
	fiduciary responsibilities and hold themselves				ĺ
	and each other to these principles.				
4	The Board has adopted policies, by-laws, and	X			
	practices for the effective governance,				
	management and operations of the Authority				
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	performance goals for the Authority that				
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	arrived at through independent judgment and				
	deliberation, free of political influence, pressure				
	or self-interest.				
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	informed on the status of all important issues.				
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	Authority's programs, financial statements,				
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	implement risk mitigation strategies before				
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Date Completed:	10/31/19	
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