

**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

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**TO:**           **Governance Committee**  
                  W. Edward Walldroff, Chair  
                  Paul Warneck  
                  William Johnson

**FROM:**       Donald C. Alexander

**DATE:**       November 23, 2020

**SUBJECT:**   **Governance Committee Meeting Notice**

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A JCCFDC Governance Committee meeting has been scheduled for **Tuesday, December 1, 2020 at 9:00 a.m.** via zoom, <https://zoom.us/j/6202741706?pwd=RnFGSFJuRII1dkg1MXFrYmtsckhvZz09>  
Meeting ID: 620 274 1706, Password: 800, 1-929-205-6099 US (New York).

**Agenda item(s):**     -   Summary Results of the Annual Confidential Board Evaluations

Please confirm your attendance with Peggy Sampson [pssampson@jcida.com](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c:     David Converse, Board Chairman  
       Rob Aliasso  
       Lisa L'Huillier  
       Kent Burto  
       John Jennings  
       Christine Powers  
       Rob Aiken  
       Greg Gardner  
       David Zembiec  
       Media

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**JCCFDC GOVERNANCE COMMITTEE MEETING**

**Tuesday, December 1, 2020**

**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  
2019-2020**

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

Name of Authority: Jefferson County Civic Facility Development Corporation

Date Completed:

**Jefferson County Civic Facility Development Corporation**  
**2019-2020 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.	X			
2	The policies, practices and decisions of the Board are always consistent with this mission.	X			
3	Board members comprehend their role and 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, management and operations of the Authority and reviews these annually.	X			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.		X		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.		X		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	X			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.		X		
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.		X		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	X			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	X			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.		X		
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 the CEO and other executive staff, including setting performance expectations and reviewing performance annually.		X		
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.		X		
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 10/12/2020

**Jefferson County Civic Facility Development Corporation**  
**2019-2020 Confidential Evaluation of Board Performance**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
1	Board members have a shared understanding of the mission and purpose of the Authority.	e			
2	The policies, practices and decisions of the Board are always consistent with this mission.	e			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	e			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	e			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	e			
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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.	e			
16	Board members demonstrate leadership and vision and work respectfully with each other.	e			

Date Completed: 10-15-2020

**Jefferson County Civic Facility Development Corporation**  
**2019-2020 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.	✓			
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 and each other to these principles.		✓		
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	✓	<del>Agree</del>		
5	The Board sets clear and measurable performance goals for the Authority that 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 or self-interest.		✓		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.		✓		
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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.			✓	
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.			✓	
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12	Board members have sufficient opportunity to 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.			✓	
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and 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 problems occur.	✓			
16	Board members demonstrate leadership and vision and work respectfully with each other.	✓			

Date Completed: 11/2/20

**Jefferson County Civic Facility Development Corporation**  
**2019-2020 Confidential Evaluation of Board Performance**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
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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.	X			
16	Board members demonstrate leadership and vision and work respectfully with each other.	X			

Date Completed: 11/4/2020 \_\_\_\_\_

**Jefferson County Civic Facility Development Corporation**  
**2019-2020 Confidential Evaluation of Board Performance**

	<b>Criteria</b>	<b>Agree</b>	<b>Somewhat Agree</b>	<b>Somewhat Disagree</b>	<b>Disagree</b>
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Date Completed: 11/5/20



**Jefferson County Civic Facility Development Corporation**  
**2019-2020 Confidential Evaluation of Board Performance**

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Date Completed: 10 Nov 2020

**Jefferson County Civic Facility Development Corporation**  
**2019-2020 Confidential Evaluation of Board Performance**

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Date Completed: 11/10/20