### 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 23, 2020

**SUBJECT:** 

**Governance Committee Meeting Notice** 

A JCCFDC Governance Committee meeting has been scheduled for **Tuesday**, **December 1**, **2020 at 9:00 a.m.** via zoom, <a href="https://zoom.us/j/6202741706?pwd=RnFGSFJuRlI1dkg1MXFrYmtsckhvZz09">https://zoom.us/j/6202741706?pwd=RnFGSFJuRlI1dkg1MXFrYmtsckhvZz09</a> 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 <u>pssampson@jcida.com</u> 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

Criteria   Agree   Agree   Disagree				Somewhat	Somewhat	Τ
of the mission and purpose of the Authority The policies, practices and decisions of the Board are always consistent with this mission.  Board members comprehend their role and fiduciary responsibilities and hold themselves 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.  The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.  The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self- interest.  Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.  Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.  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.  The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.  The Board committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.  Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.  Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.  Board members dead additional information or discussion is required.  The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance expectations and reviewing performance expectations and reviewing performance annually.  The Board has identified the areas of most risk to the Authority and management to implement risk mitigation strategies befo		Criteria	Agree	Agree	Disagree	Disagree
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8 10 F. C. C. N. And Annie DATASA TO R. CAS. Parlow sold process and process a	16		7	<u> </u>		
	10	vision and work respectfully with each other.	1			

Name of Authority: <u>Jefferson County Civic Facility Development Corporation</u>

Date Completed:

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding				<u> </u>
	of the mission and purpose of the Authority.	X			
2	The policies, practices and decisions of the	.,	3 - 0,0000		
	Board are always consistent with this mission.	X			
3	Board members comprehend their role and				
	fiduciary responsibilities and hold themselves	X			
	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	X			
	and reviews these annually.			0	
5	The Board sets clear and measurable				
1	performance goals for the Authority that		X		
	contribute to accomplishing its mission.		^		
6	The decisions made by Board members are				
1	arrived at through independent judgment and				
l	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			
	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.		, .		
9	The Board meets to review and approve all				
	documents and reports prior to public release		57		
	and is confident that the information being		X		
	presented is accurate and complete.				
10	The Board knows the statutory obligations of				
	the Authority and if the Authority is in	X			**
	compliance with state law.	, ,			
11	Board and committee meetings facilitate open,				
	deliberate and thorough discussion, and the	X	1		
	active participation of members.				
12	Board members have sufficient opportunity to				
	research, discuss, question and prepare before	1	$\chi$		
	decisions are made and votes taken.				
13	Individual Board members feel empowered to	ļ	1		
	delay votes, defer agenda items, or table	Х			
	actions if they feel additional information or	^			i
	discussion is required.				
14	The Board exercises appropriate oversight of				a
	the CEO and other executive staff, including		V		
	setting performance expectations and		X		
45	reviewing performance annually.				
15	The Board has identified the areas of most risk				
ľ	to the Authority and works with management to		X	i	İ
	implement risk mitigation strategies before		^	1	
10	problems occur.				
16	Board members demonstrate leadership and	X		1	ł
	vision and work respectfully with each other.				

Date Completed:	10	112	2020
Date Completed.		•	

	Cultania		Somewhat	Somewhat	D'-
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	deliberation, free of political influence, pressure	1 X			
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44	compliance with state law.				
11	Board and committee meetings facilitate open,	1 () 1			1
	deliberate and thorough discussion, and the	$ \lambda $			1
40	active participation of members.				
12	Board members have sufficient opportunity to		0		1
	research, discuss, question and prepare before				1
40	decisions are made and votes taken.				
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	delay votes, defer agenda items, or table	V		1	1
	actions if they feel additional information or				1
1.4	discussion is required.				
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15	reviewing performance annually.	- /			
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	to the Authority and works with management to	<i>y</i>	1		
l	implement risk mitigation strategies before				1
16	problems occur.	A			
10	Board members demonstrate leadership and	V	1		
	vision and work respectfully with each other.	1			

	Contribute to accomplishing its mission.	16		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	2		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	R		
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	2		
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16	Board members demonstrate leadership and vision and work respectfully with each other.			
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	and each other to these principles.		V		
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	compliance with state law.			<b>V</b>	
11	Board and committee meetings facilitate open,				
	deliberate and thorough discussion, and the	1			
	active participation of members.	V		***	
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10	vision and work respectfully with each other.		1		

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	10	vision and work respectfully with each other.	^			

Date	Completed:	11/4/2020	

		1	Somewhat	Somewhat	
	Criteria	Agree	Agree	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	٠.,			
	Board are always consistent with this mission.				
3	Board members comprehend their role and				
	fiduciary responsibilities and hold themselves	j			
<u> </u>	and each other to these principles.		-		
4	The Board has adopted policies, by-laws, and				
	practices for the effective governance,				
1	management and operations of the Authority	1 1	_		
-	and reviews these annually.				
5	The Board sets clear and measurable				
	performance goals for the Authority that	, ,			
6	contribute to accomplishing its mission.				
0	The decisions made by Board members are	8			
	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.	i./			
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11	Board and committee meetings facilitate open,				, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
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Date	Completed:	11/5/20	
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4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	/			
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.	V			
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