

**Jefferson County Industrial Development Agency  
Governance Committee Meeting Minutes  
November 26, 2019**

The JCIDA Governance Committee meeting was held on Tuesday, November 26, 2019 in the board room at 800 Starbuck Avenue, Watertown, NY.

**Present:** W. Edward Walldroff, Chair, Bill Johnson

**Excused:** None

**Absent:** Paul Warneck

**Also Present:** David Zembiec, Peggy Sampson, Lyle Eaton

- I. **Call to Order:** Mr. Walldroff called the meeting to order at 8:12 a.m.
- II. **Annual Board of Directors Evaluation for 2018-2019:** The completed 2018-2019 Confidential Evaluation of Board Performance forms were distributed to committee members prior to the meeting. Six out of seven board members returned the forms.

Mr. Walldroff identified the areas that need addressing and committee members discussed them. They also specifically identified and commented on the following:

**#11 Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.** Five board members -agreeø while one board member -disagreeø

**#12 Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.** Five board members -agreeø while one board member õdisagreeö.

Mr. Walldroff said he is a bit concerned and thinks certain areas need addressing. Mr. Zembiec said that he will send out the mission statement and performance measurements for board members to review and discuss. Mr. Walldroff said that he would like to take some time at the next board meeting to discuss the results and would like to compare this yearø report to last years report. Ms. Sampson will add the 2018 results to the current report for comparison before it is sent to the board.

Committee members agreed to send the summary results to the full board for review and discussion.

It was noted that Ms. Sampson will submit the results to the Authorities Budget Office pending board approval.

**Jefferson County Industrial Development Agency  
Governance Committee Meeting Minutes  
November 26, 2019**

**III. Other business:** None.

**IV. Adjournment:** With no further business before the committee, Mr. Walldroff adjourned the meeting at 8:23 a.m.