

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 pssampson@jcida.com 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 of the mission and purpose of the Authority.	5	1		
2	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 Corporation

Date Completed: _____, 2019

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.	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			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	e			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	e			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	e			
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.		e		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	e			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	e			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	e			
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	e			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	e			
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: 10-7-2019

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.	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: 10/7/2019

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.	✓			
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.	✓			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	✓			
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8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	✓			
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.	✓			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	✓			
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: 10/16/19

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.	✓			
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.	✓			
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.	✓			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	✓			
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.	✓			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	✓			
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: 10-30-2019

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.	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: _____ 10/31/19 _____

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.		✓		
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.	✓			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.			✓	
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10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.		✓		
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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: 10/3