

**Jefferson County Industrial Development Agency**

800 Starbuck Avenue, Suite 800

Watertown, New York 13601

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

[www.jcida.com](http://www.jcida.com)

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

**FROM:**       Donald C. Alexander

**DATE:**       November 19, 2019

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

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A JCIDA Governance Committee meeting has been scheduled for **Tuesday, November 26, 2019 at 8:30 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](mailto:pssampson@jcida.com) at your earliest convenience.

pss

c:     David Converse, Board Chairman  
       Media

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**JCIDA GOVERNANCE COMMITTEE MEETING**

**Tuesday, November 26, 2019**

**8:30 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**

	<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.	4	2		
2	The policies, practices and decisions of the Board are always consistent with this mission.	4	2		
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	4	2		
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	2		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	4	2		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	4	2		
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	6			
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.	5	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.	4	1	1	
16	Board members demonstrate leadership and vision and work respectfully with each other.	6			

Name of Authority: Jefferson County Industrial Development Agency

Date Completed: \_\_\_\_\_, 2019

**Jefferson County Industrial Development Agency  
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 Industrial Development Agency  
2018-2019 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.	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 Industrial Development Agency  
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: 10/16/19

**Jefferson County Industrial Development Agency  
2018-2019 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.		✓		
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: 30 Oct 2019

**Jefferson County Industrial Development Agency  
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 Industrial Development Agency  
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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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: 10/3