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

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 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 <u>pssampson@jcida.com</u> 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

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding	4	2		
	of the mission and purpose of the Authority.				
2	The policies, practices and decisions of the	4	2		
<u> </u>	Board are always consistent with this mission.	ļ			
3	Board members comprehend their role and	4	2		
	fiduciary responsibilities and hold themselves				
 	and each other to these principles.				
4	The Board has adopted policies, by-laws, and	6			
	practices for the effective governance,				
	management and operations of the Authority				
5	and reviews these annually. The Board sets clear and measurable	4			
3		4	2		
	performance goals for the Authority that				
6	contribute to accomplishing its mission.	4			
O	The decisions made by Board members are	4	2		
	arrived at through independent judgment and				
	deliberation, free of political influence or self- interest.				
7	Individual Board members communicate	4	2		ļ
'	effectively with executive staff so as to be well	4	2		
	informed on the status of all important issues.				
8	Board members are knowledgeable about the	6			<u> </u>
· ·	Authority's programs, financial statements,	0			
	reporting requirements, and other transactions.				
9	The Board meets to review and approve all	4	1	1	_
	documents and reports prior to public release	7	1	1	
	and is confident that the information being				
	presented is accurate and complete.				
10	The Board knows the statutory obligations of	5		1	
	the Authority and if the Authority is in			'	
	compliance with state law.				
11	Board and committee meetings facilitate open,	5			1
, ,	deliberate and thorough discussion, and the				•
	active participation of members.				
12	Board members have sufficient opportunity to	5			1
	research, discuss, question and prepare before				
	decisions are made and votes taken.				
13	Individual Board members feel empowered to	5		1	
	delay votes, defer agenda items, or table			•	
	actions if they feel additional information or				
	discussion is required.				
14	The Board exercises appropriate oversight of	5	1		
	the CEO and other executive staff, including				
	setting performance expectations and				
	reviewing performance annually.				
15	The Board has identified the areas of most risk	4	1	1	
	to the Authority and works with management to				
	implement risk mitigation strategies before				
	problems occur.				
16	Board members demonstrate leadership and	6			
	vision and work respectfully with each other.				

Name of Authority:	Jefferson Coun	ty Industrial	Development Agency
Date Completed:	***************************************	_, 2019	-3-

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Date C	Completed: 10 - 7 - 2019			

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to the Authority and works with management to	15		 		<u> </u>	
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problems occur.						
16 Board members demonstrate leadership and	16		1 .,			
vision and work respectfully with each other.			X			

Date Completed: 10 / 7 / 2019

			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 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.	<i>i</i> /			
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	V	·		
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.	<i>'</i>			
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.	/		!	í
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.				

	active participation of members.				i.
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.	/		·	
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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.	/			
16	Board members demonstrate leadership and vision and work respectfully with each other.				
Date	Completed: /3/16/19		indiana.		
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	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.		V		
3	Board members comprehend their role and		/		
ļ	fiduciary responsibilities and hold themselves		V .		
	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	1			
	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				į.
	informed on the status of all important issues.				
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Ü	Authority's programs, financial statements,	./			
	reporting requirements, and other transactions.				
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	and is confident that the information being				
	presented is accurate and complete.				
10	The Board knows the statutory obligations of				
10	the Authority and if the Authority is in				
	compliance with state law.				
11	Board and committee meetings facilitate open,				
11	deliberate and thorough discussion, and the				
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12	active participation of members.				
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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.			·	
16	Board members demonstrate leadership and				
	vision and work respectfully with each other.	L			

	problems occur.		
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Date (Completed: 30 (0et 2019		

			Somewhat	Somewhat	
	Criteria	Agree	Agree	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.	Х			
3	Board members comprehend their role and	Χ.			
	fiduciary responsibilities and hold themselves				
<u> </u>	and each other to these principles.				
4	The Board has adopted policies, by-laws, and	X			
	practices for the effective governance, management and operations of the Authority				
	and reviews these annually.				
5	The Board sets clear and measurable	X			
*	performance goals for the Authority that	^			
	contribute to accomplishing its mission.	5			
6	The decisions made by Board members are	X		.:	
	arrived at through independent judgment and				;
	deliberation, free of political influence, pressure				
	or self-interest.				
7	Individual Board members communicate	Х			
	effectively with executive staff so as to be well				
	informed on the status of all important issues.	\			
8	Board members are knowledgeable about the	X			
	Authority's programs, financial statements, reporting requirements, and other transactions.				
9	The Board meets to review and approve all	x			
	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	Х			
	the Authority and if the Authority is in				
	compliance with state law.				
11	Board and committee meetings facilitate open,	X			
	deliberate and thorough discussion, and the	,			-
12	active participation of members.	V			
12	Board members have sufficient opportunity to research, discuss, question and prepare before	X			
	decisions are made and votes taken.				
13	Individual Board members feel empowered to	X			
	delay votes, defer agenda items, or table	^			
	actions if they feel additional information or				
	discussion is required.				
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	the CEO and other executive staff, including				
	setting performance expectations and				
45	reviewing performance annually.	\ <u>\</u>			
15	The Board has identified the areas of most risk to the Authority and works with management to	Х			
	implement risk mitigation strategies before				
	problems occur.				
16	Board members demonstrate leadership and	X		:	1
	vision and work respectfully with each other.			·	

Date Completed: _	10/31/19	
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	reporting requirements, and other transactions.				
	The Board meets to review and approve all				
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_	The Board knows the statutory obligations of			-/	· · · · · · · · · · · · · · · · · · ·
	the Authority and if the Authority is in				•••
1	compliance with state law.			-	
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.	deliberate and thorough discussion, and the				
2	active participation of members			•	
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	actions if they feel additional information or				
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	The Board has identified the areas of most risk				<u> </u>
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	problems occur.				***
	Board members demonstrate leadership and	-			
	vision and work respectfully with each other.	احد	1	1.	

	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.	
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