#### 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 23, 2020

**SUBJECT:** 

**Governance Committee Meeting Notice (ZOOM)** 

A JCIDA Governance Committee meeting has been scheduled for **Tuesday**, **December 1**, **2020** at **8:45** a.m. via zoom, <a href="https://zoom.us/j/6202741706?pwd=RnFGSFJuRII1dkg1MXFrYmtsckhvZz09">https://zoom.us/j/6202741706?pwd=RnFGSFJuRII1dkg1MXFrYmtsckhvZz09</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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#### JCIDA GOVERNANCE COMMITTEE MEETING Tuesday, December 1, 2020 8:45 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

			Somewhat	Somewhat	
	Criteria	Agree	Agree	Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	6	1		
2	The policies, practices and decisions of the Board are always consistent with this mission.	6	1	9	
3	Board members comprehend their role and	6	1		
	fiduciary responsibilities and hold themselves and each other to these principles.			2	
4	The Board has adopted policies, by-laws, and practices for the effective governance,	7			
	management and operations of the Authority				
	and reviews these annually.				
5	The Board sets clear and measurable performance goals for the Authority that	4	3		
6	contribute to accomplishing its mission.  The decisions made by Board members are	5	2		
	arrived at through independent judgment and deliberation, free of political influence or self-				
	interest.				
7	Individual Board members communicate	6	1		
	effectively with executive staff so as to be well				
8	informed on the status of all important issues.	5	2		
٥	Board members are knowledgeable about the	5	2		
	Authority's programs, financial statements, reporting requirements, and other transactions.				
9	The Board meets to review and approve all	4	2	1	
	documents and reports prior to public release	18.2 <b>8</b> 0	-		
1	and is confident that the information being				
	presented is accurate and complete.				
10	The Board knows the statutory obligations of	4	2	1	
	the Authority and if the Authority is in				
	compliance with state law.				
11	Board and committee meetings facilitate open,	7			
	deliberate and thorough discussion, and the active participation of members.				
12	Board members have sufficient opportunity to	4	2	1	
	research, discuss, question and prepare before	1		**	
	decisions are made and votes taken.				
13	Individual Board members feel empowered to	6	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	2		
	the CEO and other executive staff, including				
	setting performance expectations and reviewing performance annually.			l	
15	The Board has identified the areas of most risk	6	1		
10	to the Authority and works with management to		.		
	implement risk mitigation strategies before		90		
	problems occur.				
16	Board members demonstrate leadership and vision and work respectfully with each other.	7			

Name of Authority: <u>Jefferson County Industrial Development Agency</u>

Date Completed:

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	Criteria	Agree	Agree	Disagree	Disagree
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L	of the mission and purpose of the Authority.	1			
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	and reviews these annually.	V			
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	Criteria	Agraa	Somewhat	Somewhat Disagree	Disagroo
1	Board members have a shared understanding	Agree	Agree	Disagree	Disagree
	of the mission and purpose of the Authority.	X			
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	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.	<u> </u>			
4	The Board has adopted policies, by-laws, and				
1	practices for the effective governance,	X			
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١	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				
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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.	Х				
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   12   2020						
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40	active participation of members.				
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Date	Completed:	10-15-2020	

		1	Somewhat	Somewhat	1
	Criteria	Agree	Agree	Disagree	Disagree
1	Board members have a shared understanding	X			
	of the mission and purpose of the Authority.				
2	The policies, practices and decisions of the	X			
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	research, discuss, question and prepare before		1		
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	implement risk mitigation strategies before			2	
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Date Completed: 11/4/2020

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	16			/		

	problems occur.	
16		
Date	Completed: 11/S/20	_

	Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
1	Board members have a shared understanding	7.3.00	/.g.cc	2.009.00	Dioug. co
	of the mission and purpose of the Authority.		i		İ
2	The policies, practices and decisions of the	1			
	Board are always consistent with this mission.	1			
3	Board members comprehend their role and				
	fiduciary responsibilities and hold themselves		1/		
	and each other to these principles.		12		
4	The Board has adopted policies, by-laws, and				
1	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.	1			
6	The decisions made by Board members are				
1	arrived at through independent judgment and				
1	deliberation, free of political influence, pressure	1 1/			
	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		İ		
	presented is accurate and complete.				
10	The Board knows the statutory obligations of				
	the Authority and if the Authority is in		V		
	compliance with state law.			]	
11	Board and committee meetings facilitate open,				
	deliberate and thorough discussion, and the	1/		1	
	active participation of members.				
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	research, discuss, question and prepare before			1	
	decisions are made and votes taken.				
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	delay votes, defer agenda items, or table				
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	the CEO and other executive staff, including				
	setting performance expectations and	0			
	reviewing performance annually.				
15	The Board has identified the areas of most risk	4			
	to the Authority and works with management to		l		
	implement risk mitigation strategies before	r		1	I
	problems occur.			1	
16	Board members demonstrate leadership and				
	vision and work respectfully with each other.				

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.	1		
Date Completed: 10 Nov 2020				
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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.	1		<b>V</b>	
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.	/			
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