

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, <https://zoom.us/j/6202741706?pwd=RnFGSFJuRII1dkg1MXFrYmtsckhvZz09>
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 pssampson@jcida.com 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

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

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**

	Criteria	Agree	Somewhat Agree	Somewhat 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		
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	6	1		
4	The Board has adopted policies, by-laws, and practices for the effective governance, management and operations of the Authority and reviews these annually.	7			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	4	3		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence or self-interest.	5	2		
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	6	1		
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	5	2		
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	2	1	
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	4	2	1	
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	7			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.	4	2	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.	6	1		
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	5	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.	6	1		
16	Board members demonstrate leadership and vision and work respectfully with each other.	7			

Name of Authority: Jefferson County Industrial Development Agency

Date Completed:

**Jefferson County Industrial Development Agency
2019-2020 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: 10/2/20

**Jefferson County Industrial Development Agency
2019-2020 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: 10/12/2020

**Jefferson County Industrial Development Agency
2019-2020 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.	<i>l</i>			
2	The policies, practices and decisions of the Board are always consistent with this mission.	<i>l</i>			
3	Board members comprehend their role and fiduciary responsibilities and hold themselves and each other to these principles.	<i>l</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.	<i>l</i>			
5	The Board sets clear and measurable performance goals for the Authority that contribute to accomplishing its mission.	<i>l</i>			
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	<i>l</i>			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	<i>l</i>			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	<i>l</i>			
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.		<i>l</i>		
10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.	<i>l</i>			
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	<i>l</i>			
12	Board members have sufficient opportunity to research, discuss, question and prepare before decisions are made and votes taken.		<i>l</i>		
13	Individual Board members feel empowered to delay votes, defer agenda items, or table actions if they feel additional information or discussion is required.	<i>l</i>			
14	The Board exercises appropriate oversight of the CEO and other executive staff, including setting performance expectations and reviewing performance annually.	<i>l</i>			
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.	<i>l</i>			
16	Board members demonstrate leadership and vision and work respectfully with each other.	<i>l</i>			

Date Completed: 10-15-2020

**Jefferson County Industrial Development Agency
2019-2020 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: 11/4/2020

**Jefferson County Industrial Development Agency
2019-2020 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: 11/5/20

**Jefferson County Industrial Development Agency
2019-2020 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 Nov 2020

**Jefferson County Industrial Development Agency
2019-2020 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: 11/10/20