Jefferson County Local Development Corporation

800 Starbuck Avenue, Suite 800 Watertown, New York 13601

Telephone: (315) 782-5865 or (800) 553-4111 Facsimile (315) 782-7915 www.jcldc.com

TO:

Governance Committee

W. Edward Walldroff, Chair

Paul Warneck William Johnson Greg Gardner

FROM:

Donald C. Alexander

DATE:

November 23, 2020

SUBJECT:

JCLDC Governance Committee Meeting Notice (ZOOM)

A JCLDC Governance Committee meeting has been scheduled for **Tuesday**, **December 1**, 2020 at 8:30 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 <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

David Zembiec

Media

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JCLDC GOVERNANCE COMMITTEE MEETING Tuesday, December 1, 2020 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 2019-2020

			Somewhat	Somewhat	
	Criteria	Agree	Agree	Disagree	Disagree
1	Board members have a shared understanding	9	1		
	of the mission and purpose of the Authority.				
2	The policies, practices and decisions of the	8	2		Ì
	Board are always consistent with this mission.				
3	Board members comprehend their role and	9	1		
	fiduciary responsibilities and hold themselves				
1	and each other to these principles.	10			
4	The Board has adopted policies, by-laws, and practices for the effective governance,	10			
	management and operations of the Authority		}		
	and reviews these annually.				
5	The Board sets clear and measurable	7	3		
	performance goals for the Authority that	•			
	contribute to accomplishing its mission.				
6	The decisions made by Board members are	7	3		
1,000	arrived at through independent judgment and				
	deliberation, free of political influence or self-				
	interest.				
7	Individual Board members communicate	9	1		
	effectively with executive staff so as to be well				
	informed on the status of all important issues.				
8	Board members are knowledgeable about the	8	2		
	Authority's programs, financial statements,				
9	reporting requirements, and other transactions.	7	2	1	
9	The Board meets to review and approve all documents and reports prior to public release	,	2	,	
	and is confident that the information being				
	presented is accurate and complete.				
10	The Board knows the statutory obligations of	7	2	1	
	the Authority and if the Authority is in				
	compliance with state law.				
11	Board and committee meetings facilitate open,	10			
	deliberate and thorough discussion, and the				
	active participation of members.				
12	Board members have sufficient opportunity to	7	2	1	
	research, discuss, question and prepare before				
40	decisions are made and votes taken.		4		
13	Individual Board members feel empowered to	9	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	8	2)
1-1	the CEO and other executive staff, including	J	-		
	setting performance expectations and				
	reviewing performance annually.				
15	The Board has identified the areas of most risk	9	1		
	to the Authority and works with management to				
	implement risk mitigation strategies before				
	problems occur.				
16	Board members demonstrate leadership and	9	1		
	vision and work respectfully with each other.				

Name of Authority: <u>Jefferson County Local Development Corporation</u>

Date Completed:

			Somewhat	Somewhat	
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9	The Board meets to review and approve all		8		
	documents and reports prior to public release				
	and is confident that the information being			1	
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5	The Board sets clear and measurable performance goals for the Authority that	1			
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	mplement risk mitigation strategies before	Λ			l
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	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
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	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	1			
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4	The Board has adopted policies, by-laws, and				
	practices for the effective governance,				
	management and operations of the Authority	X			
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10	The Board knows the statutory obligations of				
	the Authority and if the Authority is in	X			
	compliance with state law.				
11	Board and committee meetings facilitate open,				
	deliberate and thorough discussion, and the	X			
4.0	active participation of members.				
12	Board members have sufficient opportunity to		×/		
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Date	Completed: 10/12/2020		
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1	Criteria Board members have a shared understanding	Agree	Agree	Disagree	Disagree
1	of the mission and purpose of the Authority.	X			
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Date C	completed: 10-15-2028)		

Date Completed:	/	0-	1)	-20	22	

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	Criteria	A	Somewhat	Somewhat	D:
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Date C	completed: 5 Nov 2026		_	

Date Completed: _	5	Nos	20:26		

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Date	Completed: 11/5/20			
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12	research, discuss, question and prepare before				
	decisions are made and votes taken.				
13	Individual Board members feel empowered to				
.0	delay votes, defer agenda items, or table	/			
	actions if they feel additional information or	V			
	discussion is required.				
14	The Board exercises appropriate oversight of	,			
	the CEO and other executive staff, including	./	j		
	setting performance expectations and	٧			
	reviewing performance annually.		1		
15	The Board has identified the areas of most risk				
	to the Authority and works with management to	./	1		
	implement risk mitigation strategies before	V			
	problems occur.				
16	Board members demonstrate leadership and	$\sqrt{}$			
	vision and work respectfully with each other.	•			

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.	\checkmark		
Date C	ompleted: 10 Alou 2020		_	

Date Completed: _	10 play	2020	
Date Completed			

			Somewhat	Somewhat	
	Criteria	Agree	Agree	Disagree	Disagree
1	Board members have a shared understanding of the mission and purpose of the Authority.	1			
2	The policies, practices and decisions of the Board are always consistent with this mission.	1			
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.		V		
6	The decisions made by Board members are arrived at through independent judgment and deliberation, free of political influence, pressure or self-interest.	V			
7	Individual Board members communicate effectively with executive staff so as to be well informed on the status of all important issues.	V			
8	Board members are knowledgeable about the Authority's programs, financial statements, reporting requirements, and other transactions.	/			
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10	The Board knows the statutory obligations of the Authority and if the Authority is in compliance with state law.		V		
11	Board and committee meetings facilitate open, deliberate and thorough discussion, and the active participation of members.	/			
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16	Board members demonstrate leadership and vision and work respectfully with each other.	1			A-1400

	informed on the status of all important issues.			
8	Board members are knowledgeable about the			
	Authority's programs, financial statements,	1/		
	reporting requirements, and other transactions.			
9	The Board meets to review and approve all			
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	problems occur.			
16	Board members demonstrate leadership and		<u> </u>	
10	vision and work respectfully with each other.	1		
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Date 0	Completed: (1/10/23			