

**Jefferson County Local Development Corporation
Governance Committee Meeting Minutes
December 13, 2024**

The JCLDC held a governance committee meeting in the board room at 800 Starbuck Avenue, Watertown, NY on Friday, December 13, 2024.

Present: W. Edward Walldroff (Chair), Bill Johnson, Paul Warneck, Dr. Gregory A. Gardner

Also Present: Marshall Weir, Jay Matteson, Lyle Eaton, Peggy Sampson, Dawn Robinson

- I. **Call to Order:** Chairman Walldroff called the meeting to order at 9:19 a.m.
- II. **Review Bylaws:** Committee members reviewed the current bylaws. No changes were made.
- III. **Review Mission Statement/Performance Measurements:** Committee members reviewed the mission statement and performance measurement goals. Mr. Walldroff pointed out that the mission statement in the performance measurement report was incomplete. The form will be updated to include the current mission statement. It was noted that the 2024 results will be added within the next few months.
- IV. **Review Current Policies and Procedures:** There were no changes made to the Disposition of Real Property Guidelines, the Investment Policy with Internal Controls, or the Procurement Policy.

Proposed Anti-Nepotism Policy –
A motion was made by Mr. Warneck to recommend approval to the full board for adopting the proposed Anti-Nepotism policy, seconded by Dr. Gardner. All in favor.
- V. **Annual Confidential Board Evaluations:** Committee members reviewed the summary results from this year and compared them to last year. Mr. Warneck said that the evaluations have been getting better every year. Mr. Walldroff said it's commendable even this year during a staff reorganization. The results will be sent to the full board.
- VI. **Adjournment:** With no further business before the committee, a motion to adjourn the meeting was made by Mr. Warneck, seconded by Mr. Johnson. The meeting adjourned at 9:27 a.m.

Respectfully submitted,

Peggy Sampson