



**Thursday, February 7, 2019**  
**GGLDC Governance & Nominating Committee Meeting**  
**Innovation Zone Conference Room**  
**3:30 pm**

**MINUTES**

**ATTENDANCE**

Committee Members: T. Felton, S. Noble-Moag, G. Torrey  
GCEDC/GGLDC Board Members:  
Staff: L. Farrell, M. Masse, E. Richardson, P. Kennett, S. Hyde  
Guests:  
Absent: C. Yunker

**1. CALL TO ORDER / ENTER PUBLIC SESSION**

S. Noble-Moag called the meeting to order at 3:26 p.m. in the Innovation Zone Conference Room.

**2. CHAIRMAN'S REPORT & ACTIVITIES**

**2a. Agenda Additions / Other Business**

**2b. Minutes: June 7, 2018**

**G. Torrey made a motion to approve the June 7, 2018 meeting minutes as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton -	Yes
G. Torrey -	Yes
C. Yunker -	Absent
S. Noble-Moag -	Yes

**The item was approved as presented.**

**3. DISCUSSIONS / OFFICIAL RECOMMENDATIONS TO THE BOARD**

**3a. Board Self Evaluation Process / Questionnaire** - L. Farrell provided a copy of the evaluation of board performance questionnaire and asked the Committee to review. If there are no changes to the questionnaire, the staff will send these out to each Board member requesting that they be submitted to the Board Chair. The Board Chair will then tally the results to be submitted to PARIS and reviewed by the Board.

The Committee believed that no changes are necessary to the questionnaire and that the process should remain the same as last year.

**3b. Committee Self Evaluation Process / Questionnaire** – L. Farrell shared that when the Committee had last reviewed and approved the Committee Charter it was pointed out that the Charter states that the Committee will

do an annual self-evaluation. The Committee recommended that the staff develop a short checklist for Committee Evaluations for the Committee to review. The Governance & Nominating Committee will be the one that facilitates this process; reminding all other committees that this should be done and reviewing all other committees' results.

L. Farrell shared that the GCEDC Governance & Nominating Committee recommended that the Governance & Nominating Committee and Audit & Finance Committee have a discussion, using the checklist that staff created as a guideline, about their performance and create a memo that will be reported to the Governance Committee that they have completed their self-assessment and the outcome of the discussion. This should be done at the same time the Charters are being reviewed by the Committee.

The Committee agreed in following the same process as the GCEDC and suggested sending out the checklist to give Committee members an opportunity to anonymously share any concerns if they wish.

**3c. Authority Self Evaluation of Prior Year Performance** - M. Masse shared that Public Authorities are required to perform a self-evaluation of prior year's goals/measurements annually. This report will be submitted to the ABO. In previous years the Committee/Board has reviewed the Agency's results separately. To streamline the process, the Agency's results are presented using this form.

**G. Torrey made a motion to recommend approval of the Authority Self-Evaluation of Prior Year Performance as presented; the motion was seconded by T. Felton. Roll call resulted as follows:**

T. Felton -	Yes
G. Torrey -	Yes
C. Yunker -	Absent
S. Noble-Moag -	Yes

**The item was approved as presented.**

**3d. Mission Statement and Measurement Report** – M. Masse shared that the Authority's Board must annually review the authority's mission statement and performance goals to ensure that its mission has not changed and that the authority's performance goals continue to support its mission. This report will be submitted to the ABO.

S. Noble-Moag suggested adding the following as a third goal for 2019:  
3. Act as good stewards on behalf of the County and its Stakeholders, promoting collaborative efforts, accountability, and communication.

**T. Felton made a motion to recommend approval of the Mission Statement and Measurement Report adding a third goal as suggested by the Committee; the motion was seconded by G. Torrey. Roll call resulted as follows:**

T. Felton -	Yes
G. Torrey -	Yes
C. Yunker -	Absent
S. Noble-Moag -	Yes

**The item was approved as presented.**

4. **ADJOURNMENT**

As there was no further business, G. Torrey made a motion to adjourn at 3:38 p.m., seconded by T. Felton, and passed unanimously.