PUTNAM COUNTY IDA
INDUSTRIAL DEVELOPMENT AGENCY

Putnam County Industrial Development Agency
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PUTNAM COUNTY INDUSTRIAL DEVELOPMENT AGENCY

Confidential Board of Directors Annual Self-Evaluation Form

In Compliance with NYS Authorities Budget Office (ABO)
Public Authorities Law sections 2800 (1)(a)(15) and 2800 (2)(a)(15) and Section 2824(7)

Instructions: Please evaluate the performance of the Putnam County IDA Board of Directors over the past fiscal year. For each statement, check the box that best describes your level of agreement. Do not sign your name. Your individual responses are confidential. Results will be aggregated and reviewed by the Governance Committee and reported to the NYS ABO via PARIS.

Section 1: Board Mission, Goals & Strategy

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.				

Section 2: Governance, Independence & Ethics

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
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 judgement 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.				

Section 3: Internal Controls, Audits & Compliance

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
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.				

Section 4: Meeting Efficiency & Dynamics

Criteria	Agree	Somewhat Agree	Somewhat Disagree	Disagree
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.				

Section 5: General Narrative & Comments

Please detail any specific operational improvements, structural issues, or training needs the Governance Committee should address:

Name of Authority: _____ Fiscal Year: _____

Date Completed: _____