

California Tahoe Conservancy
Agenda Item 9.b
December 8, 2016

CONSERVANCY EXECUTIVE DIRECTOR PERFORMANCE REVIEW PROCESS

Discussion only: Discuss evaluation process and schedule for Executive Director performance review.

Overview

The intent of the Executive Director performance review is for the California Tahoe Conservancy (Conservancy) Board to provide feedback to the Executive Director on his 2016 performance and the direction of the agency; and to hear from the Executive Director on his accomplishments, his vision for the agency, and what he needs from the Board to be successful. The last Executive Director performance review was held by the Board in 2013.

Staff recommends the Board use a rating system to develop its rating and to gather written input on the Executive Director's performance. Board members will be sent the blank rating form (Attachment 1) as well as supporting information on which to base their ratings (e.g., Executive Director's self appraisal, Conservancy Strategic Plan summary, etc.). Ratings and written input will be provided electronically by individual Board members to the Deputy Director who will compile the information for the performance review session. Ratings and comments will not be attributable to any Board member, to encourage open and honest feedback.

The performance review will be held in a closed personnel session, to be led by the Chair and Vice Chair, at the June 15, 2017 Board meeting. The following is the tentative schedule:

DATE	ACTION	WHO
5/4/2017	Executive Director Self Appraisal due to Deputy Director	Executive Director
5/5	Rating form and attachments sent to Board members via email	Deputy Director

5/26	Send reminder email to Board to fill out form	Deputy Director
6/2	Return ratings form electronically to Deputy Director	Board members
6/8	Anonymous Board ratings and written feedback compiled into single document and sent to Chair/Vice Chair	Deputy Director
6/8	Anonymous Board compiled ratings and written feedback provided to Executive Director in hard copy	Deputy Director
6/15	Board Closed Session	Chair/Vice Chair
6/23	Meeting notes, containing a record of the topic discussed and decision made, will be available to the Board. The Closed Session minute book may, but need not, consist of a recording of the closed session.	Deputy Director/Agency Attorney

List of Attachments:

Attachment 1 – Executive Director Rating Form

Conservancy Staff Contact:

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