



Executive Committee

Discuss and Consider Potential Updates to the Department Head Evaluation Process, Including Possible Code Amendments

Item 4a

March 24, 2026

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Item 4a

Update Department Head evaluation processes

Subject

Discuss and consider potential updates to the Department Head evaluation process, performance expectations, and business plans, including possible amendments to Metropolitan's Administrative Code

Purpose

Improve the processes governing the Department Head evaluation and strengthen leadership coordination

Recommendation

Receive direction from the Committee and if consistent with that direction, return in April to the Board of Directors for possible action

Fiscal and Budgetary Impacts

None



Today's presentation focuses on *four categories of potential updates* to the processes followed to conduct Department Head evaluations, set Department Head performance expectations, and develop Department Head business plans.



1. Department Heads Operations Plan

Consider requiring Department Heads to jointly prepare a new Annual Plan that would:

- (a) Identify organization-wide goals; and
- (b) Actions that foster interdepartmental collaboration.



2. Shift Responsibilities from the Executive Committee to the Organization, Personnel, and Effectiveness Committee (OPE)

Consider shifting to OPE responsibilities to:

- (a) Review and approve the General Manager's annual business plan; and
- (b) Engage in periodic performance expectation discussions, including progress checks with the General Manager.



3. Department Head “Home” Committees

Consider requiring the “home” committees to make recommendations to the Board on Department Head salary and compensation.

4. Department Head Evaluations and Potential Salary and Compensation Adjustments

Consider providing flexibility on the timing for the process by changing milestones from month specific to “no later than” specific months.

2026 Timeline

(if updates are made)



May

Home Committees to hear Department Head accomplishments; discuss performance and goals

June

Board completes and submits individual Department Head evaluations

June

Home Committees discuss evaluation results and consider performance ratings; and provide salary and compensation adjustment recommendations

July

Board discusses evaluation results and considers performance ratings; and salary and compensation adjustments



Questions?

