



Board of Directors

Department Head Performance Evaluations

Item 10-1

September 13, 2022

Overview

1. How Evaluation Process Works
2. Evaluation Process Timeline
3. Closed Session Presentations

How the Evaluation Process Works

- E-mail sent to Directors on July 18, 2022
 - FY2021-22 Department Head Evaluations Due
 - Includes Year-End accomplishment summaries and weblinks to evaluations for each Department Head
- Reminder e-mail also sent this morning
- Deadline to submit: September 29, 2022
- Full Board participation encouraged
 - Optional for new Directors on the Board less than 4 months

Evaluation Details

Performance Evaluation Factors/Details

- 20 core performance factor/ratings
- Standard rating scale – 1 to 5 scale
 - 1 = To a very little extent
 - 5 = To a great extent
- Overall rating is also collected
- Specific comments collected throughout the evaluation process

Evaluation Rating Definitions

- Exemplary Performance
 - Consistently achieves exemplary performance that SIGNIFICANTLY CONTRIBUTES to organizational results.
- Highly Competent Performance
 - Strong performer. Achieves excellent results on vast majority of assignments and all priority objectives
- Competent Performance
 - Solid performer. Achieves good results on most assignments and deadlines.
- Unsatisfactory Performance
 - Performance does not meet the minimum expectations of this positions

Other Information to Know

- Opportunities to provide specific feedback on desired improvements
- Participation is tracked, but individual responses are anonymous to Metropolitan
- Email confirmation of your responses upon submission
- Reminder emails will be sent from Office of the Board
- For questions or support contact Marcie Scott or Diane Pitman

Evaluation Timeline

Performance
Summaries and links
to Evaluations sent
to the Board

July 18

Dept Head
Presentations to
Board (Closed)

Sept 13

Board completes
on-line Evaluations
Due by September 29

July 18 – Sept 29

Evaluation Results
Sent to the Board

Oct 24 – 25

Board Discusses
Evaluation Results
(Closed Session)

Nov 8 Board

Review Salary
Comparisons

Nov 8 Board

Board Finalizes
Compensation
Determinations

Nov 8 Board

Dept Heads Draft
Next Year's Goals
Based on Feedback

Nov – Dec

Home Committees
Approve Goals
(Closed Session)

Nov – Dec



Closed Session Presentations