



Ethics, Organization & Personnel Committee

Department Head Annual Evaluation Process

Item 6b

April 11, 2023

PURPOSE

Department Head Annual Evaluation Process

- Consistent with Best Practice
- Facilitates communication between Board and each Department Head on past progress, future goals
- Aligns expectations and effort

Evaluation Process

- Department Heads provide performance summaries to Board
- Board Members complete survey for each Department Head
- Summary of performance for each Department Head provided to Board and Department Heads
- Board Meets in Closed Session for evaluation discussion with each Dept Head
- Board reviews and provides direction to staff on compensation

Evaluation Survey Tool

- Four subject areas
 - Strategic Leadership
 - Operational Leadership
 - Board Relationships
 - Results
- 20 questions with a rating scale 1-5
 - 1 = very little extent
 - 5 = very great extent
- Open text questions for each section and at the end of survey
- Overall Rating

Cvent Surveys

- An industry leader
- Over 1,000 clients
- 275,000 surveys administered
- A Top 100 Software Product 2023

Use of Outside Vendor

- Create link for each Board Member for electronic survey
- Collect, analyze and compile Board data and input
- Ensures confidentiality
- Improved access to materials and ease of use for Board Members (mobile capability)

Timeline

Previous	This Year	Future
<ul style="list-style-type: none">• June: Review Evaluation Process with Board• July: Board completes surveys• September: Board reviews summaries with Dept Heads and confirms compensation• October: Dept Heads meet with Home Committees to set new FY goals	<ul style="list-style-type: none">• May: Review Evaluation process with Board• June: Board completes surveys• July: Dept Heads meet with Home Committees to set new FY goals• August: Board reviews summaries with Dept Heads and confirms compensation	<ul style="list-style-type: none">• April: Review Evaluation Process with Board• May: Board completes surveys• July: Board reviews summaries with Dept Heads and confirms compensation<ul style="list-style-type: none">○ Dept Heads meet with Home Committees to set new FY goals

Evaluation Timeline 2023

**Review evaluation
process with Board**

May 9 Board Mtg

**Board Members receive
Dept Head Performance
Summaries; Complete
Online Evaluations**

June

**Home Committees meet
with Department Heads
to Approve Goals for
new FY (Closed)**

July 11 Board Mtg

**Board Discusses
Evaluation Results with
each Dept Head (Closed)**

August 8 Board Mtg

**Board reviews salary
comparisons and sets
compensation**

August 8 Board Mtg

Department Head Annual Evaluation Process

Board Options

- Option #1
Proceed with schedule for 2023 Annual Evaluation Process
- Option #2
Provide alternate direction for 2023 Annual Evaluation Process

