



Department Head Performance Evaluations

Board of Directors

Item 10-1

October 12, 2021

Overview

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

How the Evaluation Process Works

- Email sent to Directors on July 8 & 13, 2021 *“FY2020-21 Department Head Evaluations Due”*
 - Includes Year-End Accomplishment Summaries and Weblinks to Evaluations for each Department Head
- Reminder Email also sent 8:00 AM yesterday: *“FY2020-21 Department Head Evaluations Due”*
- Two weeks left to complete online evaluations
- Submit by *Tuesday, October 26, 2021*
- *Full Board participation encouraged*
 - *Optional for new Directors on the Board less than 4 months*

II. Evaluation Timeline

Dept Heads
Send Year-End
Performance
Summaries to HR

July 7

Performance
Summaries and links
to Evaluations sent
to the Board

July 8 – 9

Dept Head
Presentations to
Board (Closed)

Oct 12

Online Evaluations
Submitted, *Due by
October 26*

Oct 12 – Oct 26

Evaluation Results
Sent to the Board

Nov 4 – 5

Board Discusses
Evaluation Results
(Closed)

Nov 9 Board

Review Salary
Comparisons

Nov 9 Board

Board Finalizes
Compensation
Determinations

Nov 9 Board

Dept Heads Draft
Next Year's Goals
Based on Feedback

Nov - Dec

Home Committees
Approve Goals
(Closed)

Nov – Dec

Four Key Areas, with 20 Core Ratings

STANDARD 1 - 5 RATING SCALE

1 = To a Very Little Extent to 5 = To A Very Great Extent (or N/A)

Strategic Leadership	1. Align Priorities with Mission and Board	2. Provide Proactive Insights	3. Prepare Organization for Future Challenges
	4. Project Positive Image of Metropolitan		
Operational Leadership	5. Ensure Department Adds Value	6. Provide Innovative Solutions	7. Meet Assigned Timeframes
	8. Improve MWD Operations		
Board Relationships	9. Excellent Board Working Relationships	11. Develop Strategic Plans with Board	11. Develop Strategic Plans with Board
	12. Open to Constructive Suggestions	14. Available to Board Members	14. Available to Board Members
Results	15. Make Progress on Board Expectations	16. Achieve Expected Results	17. Ensure Compliance
	18. Effectively Manage Budgets	19. Evidence a Strong Commitment to Diversity	20. Work Effectively w/ Other Departments
+		Overall Performance Rating	Opportunities for Specific Written Comments

Overall Rating Descriptions

- ***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 position.

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 Irwin Jankovic or Diane Pitman

Department Head Presentations

- To be heard in Closed Session

