



SAN FRANCISQUITO CREEK  
JOINT POWERS AUTHORITY

**Board of Directors Personnel Committee**

**December 17, 2021, at 9:30 A.M.**

**Due to the risk of COVID-19 transmission, this meeting will be held remotely via video/teleconference pursuant to Government Code Section 54953(e) (Assembly Bill 361). Members of the public may observe or participate in this meeting by joining the meeting online through the Zoom link provided below or by joining the meeting with a telephone by dialing the Zoom teleconference number provided below.**

**You may provide public comment during the meeting: (1) by using the chat function and typing your question or comment, (2) if you are joining online, by selecting the raise your hand function and speaking when called upon, or (3) if you are joining by phone, by pressing \*9 to unmute yourself and requesting permission to speak. If you experience technical problems with the Zoom meeting, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda.**

**If you require an accommodation pursuant to the Americans with Disability Act, please contact the Clerk of the Board at the phone number or email listed at the bottom of this Agenda by 10:00 am on the day of the meeting.**

**\*Members of the Public may speak on any agenda item for up to three minutes\***

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One tap mobile and phone number

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Phone number +1 669 900 6833 US (San Jose)

AGENDA

1. ROLL CALL
2. APPROVAL OF AGENDA
3. APPROVE MEETING MINUTES: September 3, 2021, Personnel Committee Meeting
4. PUBLIC COMMENT: *Individuals may speak on any topic for up to three minutes; during any other Agenda item, individuals may speak for up to three minutes on the subject of that item.*
5. REGULAR BUSINESS:
  - a) *Discuss Executive Director annual review process: themes, topics, and specific questions to recommend to the board for reviewer's use, as well as list of reviewers. Compile recommendations.*
  - b) *Discuss Executive Director annual review process, survey tools, review collection method, and schedule. Compile recommendations.*
  - c) *Discuss Personnel Committee designation: Standing vs. Ad Hoc. Consider legal counsel's input.*
6. ADJOURNMENT

PLEASE NOTE: This Committee meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 12:00 p.m., on December 16, 2021 at [sfcjpa.org](http://sfcjpa.org) -- click on the "Meetings" tab near the top.

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Director Abrica called the meeting to order at 9:36 a.m. via streaming video and teleconference call. Public input was solicited on each item and all public comments received are noted herein.

**1) ROLL CALL**

Members Present: Director Ruben Abrica, City of East Palo Alto  
Director Drew Combs, City of Menlo Park

JPA Staff Present: Margaret Bruce, Executive Director  
Miyko Harris-Parker, Staff

Legal Present: Trisha Ortiz

**2) APPROVAL OF AGENDA**

ACTION: Motion and second (Combs/Abrica) to approve the agenda passed unanimously 2-0.

Roll call vote:  
Director Abrica Aye  
Director Combs Aye

**3) PUBLIC COMMENT**

None.

**4) REGULAR BUSINESS**

Discuss criteria, process and timing of Executive Director annual review

Ms. Bruce opened the discussion regarding the criteria, process and timing of the Executive Director annual review. Ms. Bruce explained that the timing of the Executive Director review should fall in line with the SFCJPA annual budget period which starts in February and ends in April-May timeframe.

The Committee, Ms. Bruce, Ms. Harris-Parker with input from member of the public attendee, Jerry Hearn, agreed to the following process for the annual Executive Director review:

- Executive Director complete and submits self-evaluation one week prior to the March regular Board meeting. The self-evaluation will be sent to the entire Board by email (BCC format).
- Personnel Committee will send evaluation forms to members of the Board. Board members will have one month to complete their individual evaluations of the Executive Director. Board member evaluation forms must be returned one week prior to the April regular meeting of the Board. The Personnel Committee may (after discussion with full Board) send evaluations for SFCJPA staff, member agency staff and colleagues from other organizations. If evaluations are sent to these individuals, they too must complete and submit their evaluations one week prior to the April regular meeting of the Board.
- The Board will hold a closed session at the April Board meeting for the Executive Director's annual review at which time the Board may choose to bring the Executive Director for discussion on performance only. If the Board concludes the review at the April meeting a report out of the review will be shared upon rejoining the meeting open session. If the review has not concluded the Board will reconvene in a special closed session meeting prior to the May regular meeting of the Board to conclude the Executive Director review.

Ms. Bruce provided a suggested outline of criteria for the Board to consider for the annual review. Director Abrica suggested using the BAWSCA format for the review criteria. Director Combs concurred.

Jerry Hearn, Portola Valley resident, shared the process used by Grassroots Ecology, whereby staff

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participates in the review of the Executive Director on an annual basis by responding to a questionnaire provided by the Personnel Committee and colleagues of other agencies participate in the review of the Executive Director every three years. Mr. Hearn offered provide examples of the Grassroots Ecology review documents. Mr. Hearn requested that inclusion and culture be included in the evaluation criteria.

The Committee agreed to meet again in November after having discussion with the full Board.

Discuss inclusion of process and any guidance for current and future board members in the forthcoming Board Handbook and inclusion in Employee Handbook.

Ms. Bruce stated that upon Board acceptance of the process and criteria of the Executive Director review, a summary of the timing, process and a template of the evaluation will be added to the Board and employee handbooks.

**5) ADJOURNMENT**

Adjourned at 10:15 a.m.

Minutes drafted by Clerk of the Board: Miyko Harris-Parker.

## SFCJPA Executive Director

### ANNUAL PERFORMANCE REVIEW: EVALUATION FORM

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_ Evaluator: \_\_\_\_\_

**Please return to the Chair of the Board by *(fill in due date)*.**

Please mark here if you would like the Chair **not** to share your name with the CEO/GM at the conclusion of the review as associated with your comments.

Check the appropriate box for each factor. \* Provide specific comments or examples on page 2.

<b><u>Communication Objectives</u></b>	<b>Exceeds*</b>	<b>Meets</b>	<b>Needs Improvement*</b>	<b>Does Not Meet*</b>	<b>Don't Know</b>
1. The Executive Director communicates effectively with:					
A. Board members – providing clear, concise, and timely information to facilitate timely, informed decisions.					
B. Staff – providing clear direction and support, seeking and integrating feedback.					
C. SFCJPA Member Agency Staff – communicating in a collaborative, timely, transparent, and respectful manner.					
D. Regional organizations and regulatory agencies – ensuring key organizations are well-informed about the SFCJPA’s projects and goals, coordinating and collaborating where appropriate.					
E. Community-based organizations and community members – ensuring project neighbors are informed about the SFCJPA’s projects and their progress, engaging a wide range of community organizations and members, to cultivate broad awareness and support.					
<b><u>Leadership Objectives</u></b>					
2. The Executive Director effectively leads the SFCJPA through:					
A. Identifying emerging issues and taking action appropriately.					
B. Setting effective annual objectives to further the organization’s long-term goals.					
C. Building strong relationships with board members, key stakeholders, agency staff and leaders, and regional elected leaders and other organizations.					
<b><u>Management Objectives</u></b>					
3. The Executive Director effectively manages the SFCJPA through:					
A. Deploying staff and consultant resources efficiently and impactfully.					

**SFCJPA Executive Director**

**ANNUAL PERFORMANCE REVIEW: EVALUATION FORM**

	Exceeds*	Meets	Needs Improvement*	Does Not Meet*	Don't Know
B. Managing the SFCJPA's finances, including keeping expenses within budget and managing reserves.					
C. Seeking and securing funding for SFCJPA projects.					
<b><u>Organizational Culture Objectives</u></b>					
4. Cultivates an internal organizational culture of and an external reputation for collaboration, respect, trust, transparency, high quality work, and results through:					
A. Establishing and maintaining open lines of communication with all staff and with key project partners					
B. Responding to all staff, community members, stakeholders, and agency staff promptly and respectfully.					
C. Maintaining trust and confidence in the SFCJPA by keeping promises for information or decisions in a timely manner.					
D. Providing full disclosure of SFCJPA project activities, organizational budgets and priorities, and board decisions.					
E. Delivering high-quality work from SFCJPA staff and consultants					
F. Delivering results as measured by steady progress toward the long-term goals of flooding and sea level rise protection for the SFCJPA's communities.					

**SFCJPA Executive Director**

**ANNUAL PERFORMANCE REVIEW: EVALUATION FORM**

**COMMENTS ABOUT THE EXECUTIVE DIRECTOR'S PERFORMANCE DURING THE EVALUATION PERIOD\*\***

What does the Executive Director do very well or where do they "Exceed" the objectives?

What could the Executive Director do better or what "Needs Improvement"?

Do you have any other comments?

On what performance issues do you suggest the Executive Director focus during the coming year?

## **SFCJPA Personnel Committee – December 17, 2021**

### **Agenda Item 5.A. Themes, topics, and specific questions**

#### **Background:**

The following themes, and topics were discussed in a previous personnel committee meeting as being appropriate for the Executive Director review.

#### Four Categories of *HOW* things get done:

- 1) Communications
  - a. With Staff
  - b. With Board members
  - c. With SFCJPA member agencies
  - d. With regional and regulatory agencies
  - e. With community members
- 2) Management/Supervision
- 3) Budget/Finances
- 4) Organizational Culture

Using the BAWSCA annual review form as a template and combining some elements of the that with the categories above, the file “Modified BAWSCA 2020 CEO Review” is a proposed starting place for SFCJPA Executive Director review themes, topics and scoring rubric. This set of themes, topics and questions can be modified slightly to be appropriate for internal staff reviews, and external ‘360’ reviews.

### **Agenda Item 5.B. Survey tools and methods**

#### **Background:**

There are a variety of ways the Board Chair and/or Committee members may choose to collect review information. It may be easiest for purposes of compilation for the reviews to be collected using an electronic format, such as Survey Monkey or Google Forms. In my experience, Google Forms is easier for creating surveys and it’s also easy for survey responders. Another advantage is that its desirable analytical features are free. The file ‘Google Form Survey Image’ is provided for reference to illustrate a typical screen view.

The performance review survey can also be used as a word file and printed out if some people who would prefer to fill it out by hand. However, this makes collecting and summarizing the review results more laborious.

If Google Forms are used, the form would be created and a link to the form would be distributed via email by the Board chair: to staff, to board members, to external reviewers, as the Chair determines. The Chair, with the other member of the Personnel



Committee, would use the Google Forms tool to compile review results and proceed with the Executive Director annual review process.

### **Agenda Item 5.C. Personnel Committee – Discussion of Ad Hoc or Standing**

The present configuration of the Personnel Committee is as a standing committee, with the associated obligations to post agendas, take minutes, and otherwise conform to associated committee requirements per the Brown Act. The Personnel Committee does not typically have an-ongoing function. It is common practice for committees having sporadic or intermittent functions to be conducted as Ad Hoc committees.

Do the members of the Personnel Committee have any preferences or recommendations about the status of the Personnel Committee?


# SFCJPA Executive Director Annual Performance Evaluation - Fiscal Year 22/23

Annual Performance Review Template for Board Members


 creekauthority@gmail.com (not shared) [Switch account](#)



Communicates effectively with SFCJPA Board Members

Choose 

Communicates effectively with SFCJPA Staff

Choose 

## **December 17, 2021 Personnel Committee Meeting**

### **Proposed Executive Director Review Schedule**

#### **December 17, 2021 – Personnel Committee Recommends:**

- Review process steps
- Review tool(s)
- Review questions
- List of reviewer's

Committee may wish to continue its work in January if the December meeting doesn't provide enough time to conclude the committee's work.

#### **January 20, 2022 – Board of Director's meeting - OR – February 24 Board of Director's meeting**

- Board confirms review process, tools, questions, and list of reviewers

#### **March 1, 2022 – Executive Director provides Board with a Self-Assessment**

**March 1, 2022** - Performance review requests, materials, and instructions are sent to the list of reviewers (different sets of reviewers will likely have different sets of questions).

**March 8, 2022** - Review materials submittal deadline.

**March 18, 2022** – Reviews received are compiled and conveyed to the Board.

**March 24, 2022** – Compiled performance review information is reviewed by Board in closed session.