



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY

Notice of Special Meeting of the Board of Directors Personnel Committee

Thursday, March 21, 2024

4:30 P.M.

SFCJPA Office Conference Room

750 Menlo Ave Suite 250, Menlo Park, CA 94025

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

Agenda

AGENDA

1. ROLL CALL
2. APPROVAL OF AGENDA
3. 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.*
4. REGULAR BUSINESS:
 - a) *Discuss Executive Director annual review: themes, topics, and specific questions for reviewers use and take action, as needed.*
 - b) *Discuss Executive Director annual review: survey tools and methods and take action, as needed.*
5. ADJOURNMENT

PLEASE NOTE: Committee Meeting Agenda and supporting documents can be viewed online no later than 4:30 p.m. on Wednesday, March 20, 2024, at sfcjpa.org -- click on the "Meetings" tab near the top. The Committee Meeting package will be emailed to those on our Board Meeting distribution list prior to the Committee meeting date. Contact SFCJPA Board Clerk, Miyko Harris-Parker at MHParker@sfcjpa.org if you are not on this list and would like to be added.

750 Menlo Ave. Suite 250. Menlo Park, CA 94025

SFCJPA.ORG

GENERAL ASSESSMENT			
	Continue doing: What does Margaret do well, that she should continue doing?	Start doing: What could Margaret start doing that would benefit your working relationship, the SFCJPA, and its projects?	Stop doing? What could Margaret stop doing or do less of that would benefit your working relationship, the SFCJPA, and its projects?
(1)			
(2)			
(3)			

HOW IS MARGARET'S DECISION-MAKING?				
Are her decisions well-informed?	Are her decisions timely?	Does she consider the opinions and input of others?	Does she use good judgement?	Decision making - other comments?
(1)				
(2)				
(3)				

HOW IS MARGARET'S PRODUCTIVITY, OR RESULTS AND OUTCOMES?					
Does she prioritize the right things?	Are her actions effective in helping the SFCJPA progress its priorities, projects, and initiatives?	Does she follow-through on her commitments?	Are her actions timely?	Does she focus on the right things?	Productivity - other comments?
(1)					
(2)					
(3)					

HOW IS MARGARET'S ORGANIZATIONAL/BUSINESS ACUMEN?			
Does she operate with a clear understanding of budgets, expenses, costs, funding needs, agreements, contracts, etc.?	Does she execute the regular business functions of the JPA effectively (payables, board packets/meetings, staff meetings, communications, etc.)?	Does she solve problems effectively?	Organizational/Business acumen - other comments?
(1)			
(2)			
(3)			

HOW IS MARGARET'S ORGANIZATIONAL KNOWLEDGE?			
Is she proficient in the history of projects and the organization?	Is her knowledge of project contexts and requirements (regulatory, technical, political, fiscal) sufficient?	Is her knowledge of organizational operations and administrative requirements sufficient?	Organizational Knowledge - other comments?
(1)			
(2)			
(3)			

HOW IS MARGARET'S CONDUCT AND COMMUNICATION WITH YOU?				
Is she respectful?	Is she accessible to you (can you reach her when needed, and does she respond in a timely way)?	Do her words and deeds build trust?	Is she effective in ensuring you have the tools, resources, and information necessary for you to succeed?	Conduct and Communication (You) - other comments?
(1)				
(2)				
(3)				

HOW DO YOU PERCEIVE MARGARET'S CONDUCT AND COMMUNICATION WITH OTHERS?			
Is she respectful?	Is she accessible (can she be reached when needed, and does she respond in a timely way)?	Do her words and deeds build trust?	Conduct and Communication (Others) - other comments?
(1)			
(2)			
(3)			

Timeline for the Executive Director review:

1.5 Executive Director's Annual Performance Review

In March:

The Executive Director will provide all board members with a self-evaluation.

The Personnel Committee may choose to send evaluation surveys to SFCJPA staff for upward evaluations, and to external colleagues (for "360" evaluations). The Personnel Committee may choose to send internal and external evaluation surveys annually, or less often as they choose.

The Personnel Committee may choose to include survey questions about the organization's overall performance if this feedback is considered helpful.

In April:

All evaluations (internal and external) to be received by a person designated by the Personnel Committee two weeks before the May Board meeting.


The Personnel Committee's designee shall compile and summarize the results

In May:


The May Board meeting shall have a closed session where the review information is shared with the full board. The Board shall invite the E.D. into the closed session to discuss their findings and recommendations. The E.D. shall have the opportunity to discuss and respond to the findings and submit responses to the board in writing within one week following the Board's review.

The Board shall also have a closed session to discuss compensation and other contract details. The Board may designate a contract negotiator or negotiators, such as two members of the Board, to negotiate with the E.D regarding the contract terms. The Board shall meet in closed session to provide direction on compensation issues. The E.D. may not be present in such a closed session.


March: Exec Dir provides self-evaluation to Board. Board Personnel Committee may choose to distribute a prepared survey via designee (legal counsel, for example) for external partners and staff evaluations of E.D.



April: Surveys (if any) returned two weeks before the May Board meeting, compiled by designee of the board.



May: Board shall have a closed session where -
a) any personnel committee or survey input is shared with the full board and the E.D. and
b) where the Board, *with the E.D. absent*, shall discuss and provide direction regarding executive compensation.



June: Any changes to E.D. compensation are reflected in the proposed budget for the following fiscal year.

HOW DO YOU PERCEIVE MARGARET'S CONDUCT AND COMMUNICATION WITH OTHERS?			
Is she respectful?	Is she accessible (can she be reached when needed, and does she respond in a timely way)?	Do her words and deeds build trust?	Conduct and Communication (Others) - other comments?