

Agenda Item Number 11.C

Biennial Performance Review of Executive Director

Presenter: Patrick Lanning, Chair

Action Recommended: Approve Process and Schedule

Background:

The biennial Performance Review of LCOG Executive Director George Kloepfel is scheduled to be finalized at the Board's June 28 meeting. The Executive Committee has determined that the use of a "360 Degree" Review, as was done in 2005, would be appropriate. LCOG's HR Manager, Marianne Griffin, has been asked to make arrangements with Jeff DeFranco, the consultant used two years ago, and to craft a schedule that can be followed this spring. At its January 18 meeting, the Executive Committee endorsed the following schedule:

Thursday, March 15	Initial meeting between consultant, Executive Committee, HR Manager and George to refine and gain approval of process; Consider possible questions; Identify participants
Thursday, April 19	LCOG Executive Committee approves the proposed questions and participants
Early May	Send out invitations to participate Open evaluation website (Input part of process commences)
Week of May 21	Send out participation reminder
Friday, May 25	Evaluation website closes (Input part of process complete)
Week of May 28	Consultant compiles evaluation results
Week of June 4	Consultant meets with Executive Director and LCOG Board Chair
Thursday, June 21	Present the Performance Review results to the Executive Committee; Executive Committee develops recommendations
Thursday, June 22	Distribute the final Performance Review results and recommendations to the LCOG Board of Directors
Thursday, June 28	Board of Directors considers results and recommendations

This schedule is certainly subject to refinement. But, as it stands, members of the Board, as well as other stakeholder groups, would be asked to respond to a few questions via a secure website in May. After the data is received and analyzed, the Board would receive the summarized results and recommendations from the Chair, prior to the June meeting.

It is recommended that the Board approve this approach and schedule.