

# **Agenda Item Number 11.B.**

## **Executive Director Performance Review, Goals**

**Presenter:** Jerry Miller, Chair

**Action Recommended:** Receive Executive Committee Recommendation, Confirm Goals

### **Background:**

At its September 18 meeting, the LCOG Executive Committee will review proposed biennial goals for our Executive Director. A report will be made under this agenda item with a request for concurrence from the Board of Directors. The Performance Review process began last February and a summary of the data received was presented to the Board in May. George Kloeppe was asked to draw upon the data and suggest goals for the consideration of the policy makers. He suggested the following seven goals and, while subject to modification by the Committee this month, they are passed along as background for this agenda item.

1. Work to provide more intensive, hands-on leadership, support and direction to staff, particularly in the form of mentoring and coaching; increase communication efforts with staff members, focusing on my visibility, availability, accessibility and the provision of timely information;
2. Provide increased outreach to, and visitation of, member agencies, focusing on vision, strategic direction and outcomes;
3. Apply greater personal initiative, innovation, creativity and advocacy on policy issues;
4. Work to stabilize and enhance the productivity of the line divisions in a period of reduced budget and staffing, focusing on relationships, procedures, management expectation and strategic direction;

5. Work with the Executive Committee and the Board to streamline and make more relevant the format and flow of Board meetings, assuring an appropriate balance between decision-making, information dissemination and intergovernmental sharing; revisit the pattern of oral staff reports *vis a vis* written background reports to the Board;
6. Aggressively work to manage a down-sized organization to maximize the benefits to the membership, customers and citizens; and to work to build the financial resource base through advocacy, grantsmanship and service contracts;
7. Provide one-on-one or small group orientations for new Board members including appropriate written background materials that will help smooth the transition and enhance the comfort of new members and the effectiveness of the policy body.