



January 9, 2007

**To:** LCOG Executive Committee  
**From:** Marianne Griffin, HR Manager  
**Subject:** Executive Director's Performance Evaluation - Tentative Timeline

The Executive Director's performance evaluation is due July 2007. On Friday, January 5, 2007, I had a chance to talk with Jeff DeFranco, the consultant who guided you through the 2005 Executive Director 360-degree Performance Evaluation process. He is anxious to work with us again this year.

The first step in this process will be for Mr. DeFranco to meet with the Executive Committee Chair, George and me. After that initial meeting, I will be acting as the liaison or contact person for both the Committee Chair and Mr. DeFranco.

Our tentative timeline is as follows:

March/April	Initial meeting with Mr. DeFranco, Executive Committee, HR Manager and George to develop process; Gain approval of process; Draft questions; Identify participants
Week of May 7	LCOG board member evaluation team approves the revised questions
Monday, May 14	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	Compile evaluation results
Week of June 4	Meet with Executive Director and LCOG board member evaluation team
Week of June 11	Present the evaluation to the Executive Committee
Week of June 18	Present the final evaluation to the whole LCOG Board

As stated above, these times are tentative. As we move further in the process, steps will be refined and you will be updated.

If you have any questions, please feel free to contact me at [mgriffin@lcog.org](mailto:mgriffin@lcog.org) or 541-682-4502.

I look forward to working with you.