

March 7, 2007

To: LCOG Executive Committee
From: Marianne Griffin, LCOG HR Manager
Subject: Biennial Performance Review of Executive Director

The biennial Performance Review of LCOG Executive Director George Kloeppe 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. As LCOG's HR Manager, I have 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 recommended schedule, and on February 22, the Board of Directors endorsed the process and schedule as follows:

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 Executive Committee will review the data, and the Board will receive the summarized results and recommendations from the Chair and Executive Committee, prior to its June 28 meeting.

The first step in this process will be for Mr. DeFranco to meet with the Executive Committee, myself and George to refine the process. The schedule also calls for the Committee, at this month's meeting, to consider possible questions and to identify potential participants for the 360 Degree Review. After this month's meeting, I will be acting as the liaison or contact person for the Committee, the Board Chair and Mr. DeFranco.