## OLYMPIC REGION CLEAN AIR AGENCY 2940 LIMITED LANE NW OLYMPIA WA 98502

## Personnel Committee Meeting

March 11, 2020 9:00 am

Be courteous – Please silence all cell phones

#### I. CALL TO ORDER

# II. APPROVAL OF AGENDA

(Ask for any corrections, additions/omissions)

### III. EXECUTIVE DIRECTOR EVALUATION and SALARY

- 1. Evaluation/Process Discussion
- 2. Salary Discussion

## V. ADJOURN

# Olympic Region Clean Air Agency Executive Director Performance Measures and Evaluation

1. Vision and Mission: Does the Executive Director have a clear understanding of the vision and mission of ORCAA, effectively communicate the vision and mission to staff, and play a key role in translating these into realistic strategies, actions and programs?

	Overall Rating:	1 Lowest	2	3	4	5 Highest
Co	omments:					

2. People Management: Does the Executive Director select and develop qualified staff, build morale among staff, and promote confidence in ORCAA by consumers (the public) and customers (the regulated)?

Overall Rating:	<b>1</b> Lowest	2	3	4	5 Highest	
Comments:						

3. Program Management: Does the Executive Director have appropriate knowledge of ORCAA's programs, services, and relevant scientific issues, and provide suitable oversight to staff managing high quality programs and services?

1 2 3 4 Overall Rating: 5 . Lowest Highest

3. (continued)

Comments:		

4. Fiscal Management: Is the Executive Director knowledgeable about fiscal matters, and have an established system that allows for accurate accounting and informed financial decision-making?

Overall Rating:	1 Lowest	2	3	4	5 Highest	
Comments:						

5. Operations Management: Does the Executive Director assure the organization has suitable systems, policies and processes for accounting and fund management, personnel management, office space, information technology, and risk management?

Overall Rating:	1 Lowest	2	3	4	5 Highest
Comments:					

6. Board / Staff Relationship: Does the Executive Director work effectively with the Board, maintain an open communication and a collegial, professional environment?

Overall Rating:	<b>1</b> Lowest	2	3	4	5 Highest	
Comments:						

7. Media and Community Relations: Does the Executive Director maintain a positive professional reputation in the community, and cultivate effective relationships with public officials, consumers, customers, media, and other relevant community organizations?

Overall Rating:	1 Lowest	2	3	4	5 Highest
Comments:					

8. Other Expectations: Does the Executive Director respond appropriately to unanticipated or difficult situations, and to those specific challenges and controversies associated with ORCAA's unique mission?

Overall Rating:	1 Lowest	2	3	4	5 Highest
Comments:					