

MEMO

Consent

Item #: 5.f

Meeting Date: April 19, 2024



To: Board of Directors
From: Berta R. Torres, HR Manager
Approved by: Felipe Melchor, General Manager

Subject: General Manager Performance Review Procedure and Timeline

Recommendation

That the Board approve the General Manager Performance Review Procedure and Timeline; and General Manager Performance Review Form, for completion of the 2024 General Manager Annual Performance Review.

Background and Discussion

The Personnel Committee met on April 3, 2024, and reviewed the performance review procedure, timeline and performance factors that were utilized in completing the General Manager annual performance review in 2023 and recommend the board adopt the same process for 2024, with one revision:

Revision: Eliminate the section “*Overall Performance Rating*” (page 1 of the review form) and add a section for the average total of the performance factors (inserted at the bottom of page 5).

The procedure and timeline are summarized here:

1. **Self-Assessment:** GM completes the review form and presents the same to the Board of Directors for review and discussion in closed session prior to the Board’s evaluation.
2. **Peer Review:** District supervisors and managers complete the review form anonymously. Responses are consolidated and submitted to the Board for in closed session.
3. **Board Review:** The Board Members complete the review form (individually). The consolidated review form is presented to the General Manager for review and discussion in closed session.

Enclosed for the Board’s further review, input and/or approval are the following:

- General Manager Performance Review Procedure and Timeline - Attachment A.
- General Manager Performance Review Form (blank form) – Attachment B.

Financial Impact

Compensation decisions, based on the performance review, will be included in the FY 2024/25 budget, as directed and approved by the Board of Directors.

Conclusion

The Personnel Committee recommends Board approval of the General Manager Performance Review Procedure and Timeline; and General Manager Performance Review Form for completion of the 2024 annual performance review.

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