North Los Angeles County Regional Center
Board of Trustees Policy

Executive Director's Evaluation

The Lanterman Act requires regional center boards to provide annual evaluations of their Executive Directors. The Executive Committee has responsibility for the Executive Director's evaluation as well as contract negotiation. The Negotiating/Compensation Committee will be comprised of three (3) members of the Executive Committee that includes the Board President, first vice-president and/or immediate past president or another member of the Executive Committee. To ensure confidentiality, the following procedure will be used.

- Trustees with 3 or more months of time served are required to participate in the evaluation. Prior board membership, membership on the Vendor or Consumer Advisory Committee or Board Internship Program will accumulate months of service. Failure to submit a signed evaluation to the Board President or their designee by the scheduled date will be treated as resignation from the Board, unless discussed with the Board President and there is agreement to grant an extension. The Board President will be available to help board members who ask for assistance.

- Blank evaluations will be reviewed by the board at the September Board meeting. All eligible board members will have an opportunity to bring concerns/issues regarding any areas of performance in which the Executive Director needs to improve during the Executive Director's current performance period. "Needs Improvement" should only be used if the following has occurred:

    - The issue has been identified by a board member and documented in writing to the board president or an elected officer;
    - The issue has been addressed at an Executive Session of the Executive Committee during the months between October to January;
    - The Executive Committee has confirmed that there is a need for improvement;
    - The Board President or designated member of the Executive Committee has met with the Executive Director regarding the performance deficit identified, the improvement needed, and any performance recommendations made by the Executive Committee; and
    - The Executive Director has been provided with a full performance review period to address the issue.
- The Executive Director evaluations will be distributed for completion at the February Board meeting. Board members will have 1 month to complete the evaluation which is due to the Legal Counsel by the March Board meeting.

- The Board President may include the Negotiating Committee when meeting with the Executive Director for the purpose of discussing any contract and/or compensation requests that need to be considered by the committee.

- Upon receipt of the Board Member evaluations, Legal Counsel will review the performance evaluations and create a summary report, the CODO will be responsible for all other non-performance evaluation information for inclusion in the review conducted by the Negotiation/Compensation Committee. After review by the Negotiation/Compensation Committee and presented to the Executive Committee, the evaluation will be reviewed, in Executive session, by the full board. Legal counsel will be present at the discretion of the Negotiating/Compensation Committee to provide support as it relates to the Executive Director's performance evaluation. Three copies of the final letter will be produced: the original will be provided to the CODO, a copy along with all board inputs will be stored and secured at the Legal Counsel's office and a copy will go to the Executive Director. No other copies of the evaluation or board member inputs will be made.

- The Board President will decide whether they will discuss the evaluation with the Executive Director alone, or with the Negotiating Committee if they so desire.

- Negotiations – Refer to the Executive Director's Performance Evaluation Timeline.

North Los Angeles County Regional Center
Board of Trustees

Executive Director's Performance Evaluation Timeline

Time Period	Actions
August	• The Chief Organizational Development Officer (CODO) will review with the new Board President his/her responsibilities and the process surrounding the Executive Director's performance. evaluation.
September Board Meeting	• The Executive Director's performance evaluation process and blank performance evaluations are reviewed with the board members. • The Board President will create a Negotiating Committee and provide the members' names to the CODO. The Negotiating/Compensation Committee will be comprised of three (3) members of the Executive Committee that includes the Board President, First Vice-President and/or immediate past President or another member of the Executive Committee.
October - January	• All eligible Board Members will have an opportunity to bring concerns/issues regarding any areas of performance in which the Executive Director needs to improve during the Executive Director's current performance period." • Needs Improvement" should only be used if the following has occurred: - The issue has been identified by a Board Member and documented in writing to the Board President or an elected officer; - The issue has been addressed at an Executive Session of the Executive Committee during the months between October to January; - The Executive Committee has confirmed that there is a need for improvement; - The Board President or designated member of the Executive Committee has met with the Executive Director regarding the performance deficit identified, the improvement needed, and any performance recommendations made by the Executive Committee; and - The Executive Director has been provided with a full performance review period to address the issue.

-	• The CODO, Chief Financial Officer, Director of Finance and Legal Counsel will meet with the Board President and the Negotiating Committee to review the performance evaluation and compensation process.
January Executive Committee Meeting	• The Negotiating Committee will request external compensation datafrom the CODO.
February Board Meeting	• Blank Executive Director evaluation forms are distributed for Board Members to complete. Completed evaluations are due to the Legal Counsel by the March Board meeting. • Board Members with less than 3 months of service do not complete evaluation forms. All other Board Members must complete an evaluation form. Failure to submit a signed evaluation to the Board President or their designee by the scheduled date will be treated as resignation from the Board, unless discussed with the Board President and there is agreement to grant an extension.) • The Board President may include the Negotiating Committee when meeting with the Executive Director for the purpose of discussing any contract and/or compensation requests that need to be considered by the committee.

March Board Meeting	• Completed Executive Director evaluation forms are due to the Board President and board attorney. Legal Counsel will retain all Executive Director evaluation forms and summaries.
April Executive Committee Meeting	• Legal Counsel will complete and provide a summary report ofthe Executive Director's evaluation and review with the Negotiating Committee (in Executive session). • The CODO, Chief Financial Officer, and Director of Finance will meet with the Negotiating Committee to provide the compensation data for review and provide any requested additional information.
May Board Meeting	• The Negotiating Committee provides a summary of the compensation and/or contract changes (in Executive session). Legal Counsel will be present at the discretion of the Negotiating Committee to provide support as it relates to the Executive Director's performance evaluation. The Executive session will be placed at the beginning of the Board meeting agenda.
June	• The CODO will prepare the documentation necessary to process the Negotiating Committee's compensation and/or contract changes as appropriate.

	• The CODO will schedule a meeting with the Executive Director and provide the Board President with all required documents needed forthe meeting (e.g., compensation, employment contract changes, etc.). The Board President will decide whether they will discuss the evaluation with the Executive Director alone, or with the Negotiating Committee if they so desire. • Performance evaluation information will be provided by Legal Counsel. • Copies of all signed documents will be provided to the CODO to allow for the timely processing of compensation information.

North Los Angeles County Regional Center

Executive Director Performance Evaluation

Completed by: Name: ______________________________

Board committees on which you have served:

______________________ ______________________

______________________ ______________________

______________________ ______________________

Board offices you have held:

______________________ ______________________

______________________ ______________________

______________________ ______________________

Sources of information: Director's reports; committee reports; monthly financial reports; audit reports; special incident reports; quality assurance reports; feedback relative to the performance-based contract; status of board self-audits and board goals; DDS feedback; personnel reports from human resources; ARCA reports; feedback from Festival Educacional; consumer survey results; information provided in board meetings; action logs.

The rating categories for this evaluation are:

Outstanding / Exceeds Expectations / Meets Expectations / Needs Improvement *

- All eligible Board Members will have the opportunity to bring concerns/issues regarding any areas of performance in which the Executive Director needs to improve during the Executive Director's current performance period.

- "Needs Improvement" should only be used if the following has occurred:

  - The issue has been identified by a Board Member and documented in writing to the Board President or an elected officer;
  - The issue has been addressed at an Executive Session of the Executive Committee during the months between October to January;
  - The Executive Committee has confirmed that there is a need for improvement;
  - The Board President or designated member of the Executive Committee has met with the Executive Director regarding the performance deficit identified, the improvement needed, and any performance recommendations made by the Executive Committee; and
  - The Executive Director has been provided with a full performance review period to address the issue.

A.	**Board Functions**	Yes	No
1	Does the Executive Director support the regional center's programs and policies?		
2	Does the board have the information it needs to carry out its responsibilities?		
3	Is help and guidance provided to the board in setting policy?		
4	Are important items identified for board attention?		
5	Does the Executive Director clearly communicate policy decisions and actions to the board through regular reports?		
6	Does the Executive Director understand and communicate information on legislative issues?		
7	Do board members feel comfortable asking the Executive Director for help in understanding issues?		
8	Does the Executive Director effectively convey board goals and policies to the staff, consumers, service providers, and appropriate community agencies?		
9	Does the Executive Director provide adequate staff and technical assistance to committees?		
10	Does the Executive Director effectively represent the board with other agencies (e.g. the Association of Regional Center Agencies (ARCA), local public agencies, appropriate community agencies)?		
11	Does the Executive Director give the board information about possible problems and suggest plans of action?		
12	Are individual committee goals / actions combined into an overall plan for the board?		
13	Is appropriate board training provided?		
14	Are the annual fiscal audits (results of a review by an outside accounting firm) reported to the board?		
15	Does the board have a signed contract with DDS?		
16	Are the goals of the performance-based contract being met?		

A.	Board Functions (continued)	Yes	No
17	Are monthly financial reports provided to the board?		
18	Are possible financial problems identified clearly and early?		
19	Are the Purchase of Service Expenditure Projection (PEP) reports reviewed by the board?		
20	If required, does the center have a credit line?		
21	Is a critical calendar of necessary actions issued each year?		
22	Is an annual status of insurance coverage provided to the board?		
23	Are potential legal problems and options clearly explained?		

Summary rating and comments on the Executive Director's performance in this area:

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

In this category, what do you feel are the Executive Director's greatest strengths?

For this category, what could the Executive Director change that would benefit her/him and/or theregional center most?

B.	**Center Operations**	Yes	No
1	Does the center have a personnel manual and union contract that are legally compliant and consistent with the DDS contract?		
2	Have important changes in employment practices that could affect the level of case management services provided to consumers or employee morale been clearly explained to the board?		
3	Are union related issues being monitored and reported?		
4	Does the center have a staff development plan that supports its business?		
5	Are new program requirements anticipated and are needed resources developed?		
6	Are service standards current and reviewed by DDS?		
7	Are the rights of consumers safeguarded and promoted?		

Summary rating and comments on the Executive Director's performance in this area:

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

In this category, what do you feel are the Executive Director's greatest strengths?

For this category, what could the Executive Director change that would benefit her/him and/or the regional center most?

C.	**Center Representation and Community Support**	Yes	No
1	Is the Executive Director in touch with local legislators and their staff?		
2	Does the Executive Director effectively convey board goals and policies to the staff, consumers, service providers, and appropriate community agencies?		
3	Is information distributed to the community?		
4	Does the Executive Director maintain communication lines to the service provider community?		
5	Does the Executive Director effectively represent the center at ARCA?		
6	Does the regional center work with public and private organizations (generic resources) to maximize the provision of services to consumers?		
7	Does the Executive Director and other staff meet on a regular basis with community and provider groups to share information and solve problems?		
8	Are self-advocacy groups supported?		

Summary rating and comments on the Executive Director's performance in this area:

☐ ☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

In this category, what do you feel are the Executive Director's greatest strengths?

For this category, what could the Executive Director change that would benefit her/him and/or theregional center most?

It is very important that you provide comments in this section:

D.	Do you recommend that the board renews the Executive Director's contract?	Yes	No

Summary rating and comments on the Executive Director's overall performance:

☐ Outstanding ☐ Exceeds Expectations ☐ Meets Expectations ☐ Needs Improvement

Overall, what do you feel are the Executive Director's greatest strengths?

Overall, what could the Executive Director change that would benefit her/him and/or the regional center most?