

***Mendocino County Russian River Flood Control &
Water Conservation Improvement District***

STAFF REPORT

To: Board of Trustees
From: E. Salomone, General Manager
Meeting: Monday, April 3, 2023
RE: Agenda Item 6: Personnel and Organization

The Strategic Plan relevant priority is **Administration** through (1) effective systems and human resources to execute the Strategic Plan; (2) sound management of District resources.

Background

The **attached** Policy #15-3 Regarding Personnel Policies and Forms Relating to General Manager defines steps for the General Manager Evaluation Process and provides a GM Evaluation Timeline.

The current **PROPOSED AMENDED AND RESTATED EMPLOYMENT AGREEMENT** for General Manager Elizabeth Salomone dated February 7, 2022, states:

13. **Performance Evaluation.** District's Board of Trustees shall conduct an initial performance evaluation on the Employee's six (6) month anniversary. After the initial six (6) month evaluation, Employee will be evaluated annually and said annual evaluation will be based on the District's policies, and on previously agreed upon goals and objectives, for Employee. At each annual evaluation thereafter the goals and objectives for the next annual evaluation will be established. Employee acknowledges that the District can amend its performance evaluation at any time by the Board (Employer) to either provide for additional goals and objectives or delete existing goals and objectives with respect to the performance of Employee. The District reserves the right to conduct more frequent performance evaluations.

The General Manager Evaluation Ad Hoc Committee (Watt & Rodrigue) met with Human Resources Consultant, Leap Solutions, on December 21, 2022, to discuss updating the evaluation process. The Ad Hoc supported a review and potential update to the GM job description, explore aligning the timeline to support fiscal year budget development and/or relieve end-of-calendar year conflicts, inclusion of an optional bonus structure, and updating the policy and procedure documentation to reflect Board-approved changes. Consensus was to suspend the calendar year 2022 evaluation to revise the procedure, acknowledging any financial compensation changes would be retroactive to January 1, 2023.

Discussion

Upon further consultation with Leap Solutions, the following two options were developed for Board consideration:

Timeline Option 1: (a) Immediately undertake a 12 month performance evaluation for the period January 1, 2022- December 31, 2022. Any financial compensation changes would be retroactive to January 1, 2023. (b) Schedule a second 'catch-up' performance evaluation for the period January 1, 2023 – June 30, 2023 to be completed by August 31, 2023. Any financial compensation changes could be retroactive to a specified time. Future annual evaluations would cover the period July 1 to June 30th.

Timeline Option 2: Schedule a one-time 18-month performance evaluation for the period January 1, 2022 – June 30, 2023 to be completed by August 31, 2023. Any financial compensation changes could be retroactive to a specified time. Future annual evaluations would cover the period July 1 to June 30th.

(Continued...)

Considering the time needed to fully develop the updated policy and procedure and bring to the Board for approval, GM and Leap Solutions support Timeline Option 2. An agenda item would be brought back to the Board proposing policy and procedure updates if so directed.

Recommended Action(s):

- Move to approve Timeline Option 2 and direct GM Salomone and the Ad Hoc Committee to coordinate with Leap Solutions, as needed, to propose an updated General Manager Evaluation policy and procedure;

Or

- Provide alternative motion and/or direction.

Attachments

1. MCRRFC&WCID Policy #15-3 Regarding Personnel Policies and Forms Relating to General Manager

MENDOCINO COUNTY RUSSIAN RIVER FLOOD CONTROL
&
WATER CONSERVATION IMPROVEMENT DISTRICT

POLICY #15-3

A POLICY OF THE BOARD OF TRUSTEES OF MCRRFC & WCID REGARDING
PERSONNEL POLICES AND FORMS RELATING TO GENERAL MANAGER

IT IS THE POLICY OF THE BOARD OF TRUSTEES OF MCRRFC & WCID, FROM
DATE OF ENACTMENT UNTIL CHANGED, AMENDED OR CANCELLED, AS
FOLLOWS:

1. The goal of this policy is to provide Board and General Manager a format for evaluation.
2. A timeline for the General Manager Evaluation shall be followed.
3. A self-evaluation shall be completed by the General Manager annually at time of Employment Evaluation.
4. An exit interview shall be offered to the General Manager upon conclusion of employment with District.

Adopted this 9th day of November, 2015 by the Board of Trustees of the Mendocino County Russian River Flood Control & Water Conservation Improvement District.

Richard Shoemaker	<u>Yes</u>
Alfred White	<u>Yes</u>
Paul Zellman	<u>Absent</u>
Lee Howard	<u>No</u>
Judy Hatch	<u>Yes</u>

Signed Richard Shoemaker
Richard Shoemaker
President

Attest:
Signed: Jamara Alaniz

**General Manager Evaluation
Timeline**

Date	Activity	Status
TBD	Evaluation planning call with Board President, General Manager and HR Consultant	
November/December	General Manager completes self-evaluation and submits to Board President	
November/December	Board President completes initial review of self-evaluation document and discusses with General Manager	
Prior to December Board Meeting	General Manager makes any edits to the self-evaluation and returns to Board President	
December Board Meeting	Board President distributes General Manager self-evaluation to Board members for review and input	
December - January	Board reviews and provides input to the General Manager self-evaluation and returns comments to the Board President for compilation and writing of draft Board response to the self-evaluation	
January	Meeting of the RRFCD Board in closed session reviews final draft of General Manager self-evaluation reflecting board submitted input. Agreement is reached upon content of Board's response to the self-evaluation. Board determines compensation plan for General Manager based upon evaluation, if appropriate.	
January	Board President meets with General Manager to provide final version of the evaluation and mutually sign the evaluation. Compensation plan is reviewed, discussed and affirmed.	
February	RRFCD Board meeting report to board indicating completion of evaluation process	