

Guidelines for Performance Evaluation "Check-ins" w/CRC's Executive Director

In the spirit of cultivating and maintaining an efficient working relationship between CRC's Commissioners and staff, the Finance & Administration Advisory Committee (F&A) recommends that the full Commission engage in monthly check-ins with the CRC's Executive Director through at least August 2011. Upon mutual agreement, the Commission may at any point elect to delegate this duty to F&A Committee.

These check-ins will provide a regular opportunity for forthright feedback and mutual problem-solving on a timeline more suited to CRC's compressed schedule than are traditional state personnel evaluation policies. Check-ins as described below are consistent with the personnel exception for closed sessions granted under the California Constitution, protecting an employee's right to privacy and allowing Commissioners an opportunity to speak frankly.

Please note that these check-ins will augment, not replace, a full annual Performance Evaluation. After August 2011, the Commission will adjust this "check-in" procedure in alignment with the Commission's role and timeline moving forward.

F&A's recommended process consists of the following elements.

1. Commissioners submit their written feedback to F&A's acting lead Committee member. Feedback should address one or more of the following categories:
 - a. Strategic Leadership;
 - b. Effective Communications;
 - c. Management of Staff, Consultants, & Volunteers; and
 - d. Commission support.
2. F&A's Lead Committee Member will compile the results, and distribute it to all Commissioners for review.
3. The full Commission will review the results in closed session without the presence of Executive Director or Chief Counsel, reconciling conflicting feedback and identifying key summary points.
4. The full Commission will meet with the Executive Director only to share the results in closed session, or in open session at the Executive Director's option.
5. The Executive Director will have the opportunity to respond in closed or open session.

Performance Evaluation feedback from Commissioners for remaining CRC staff members is to be provided to the CRC's Executive Director, verbally and/or in writing, and will be integrated into the respective staff members' annual Performance Evaluation.