

Local Agency Formation Commission of Napa County

EXECUTIVE OFFICER PERFORMANCE REVIEW

Adopted: April 11, 2001

Amended: May 7, 2007; October 6, 2014

Recognizing that the intent of the Cortese-Knox-Hertzberg Local Government Reorganization Act is that the Commission should function independent of any local agency, the policy of the Commission is that, pursuant to Government Code §56384, it shall appoint an Executive Officer who serves at-the-will of the Commission. The Executive Officer shall be subject to regular performance review by the Commission. With respect to this performance review, the policy of the Commission is:

1. The first performance review of the Executive Officer shall occur six months following the date of hire. The second performance review shall occur twelve months following the date of hire. Thereafter performance reviews shall occur annually.
2. The process for these performance reviews shall be:
 - a) At least three weeks prior to the meeting at which the review is to take place, the Executive Officer shall send to each Commissioner a letter of self-evaluation and a performance review form.
 - b) At least one week prior to the review, each Commissioner shall send a completed form to the Commission Chair or the Chair's designee who should be someone other than the Executive Officer.
 - c) The Chair or designee shall tabulate and summarize the forms and present this information to the Commission and the Executive Officer during the performance review.
3. At the completion of the performance review, the Commission will consider any appropriate action with respect to the compensation of the Executive Officer.
4. Any Commissioner or the Executive Officer may request the use of an outside facilitator. The Chair shall appoint the facilitator in consultation with the Executive Officer. Should the cost of the facilitator's services exceed the Executive Officer delegated purchasing authority, the cost will be subject to a vote of the Commission at either a regular or special meeting and the facilitator may not commence services until budget authority has been obtained.

Summary of Changes

- *Modified components of the process in section #2 including to allow for someone other than the Chair to receive input and ensure that person is not the Executive Officer*
- *Added reference allowing possible use of a facilitator*
- *Removed the specific form to allow for modifications to the form as necessary over time depending on the Commissioners' goals for the Executive Officer*