

NOTICE IS HEREBY GIVEN that The Ed Performance Evaluation Committee of the Central Louisiana Human Services District Board will conduct a conference call on January 30<sup>th</sup> @ 3:30 p.m. The meeting will be held via conference call at 641-552-9331, access code 524594.

The tentative agenda follows:



**Central Louisiana Human Services District**  
***ED Performance Evaluation Committee Meeting Agenda***  
January 30, 2019 ~ 3:30 pm

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- I. **Call to Order**
- II. **Roll Call**
- III. **Guest and Public Comments**
- IV. **Agenda Items for Discussion/Action**  
**Board Business - Executive Session for HR Strategy**  
**Motion to go into Executive Session – see attached**
  - A. Review collective board members comments
  - B. Executive Limits – Strategic Priorities Verification
  - C. Review previous year’s evaluation committee report
  - D. Review results of satisfaction surveys completed during the review period
  - E. Review other ED Salaries, Civil Service comment on Unclassified positions, current ED salary and potential merit increases
  - F. Recommendations by the committee given to the board chair regarding ED evaluation and salary.  
(minutes created by committee chair)
- V. **Adjourn (Vote)**

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## **PROCEDURE OF ED EVALUATION COMMITTEE**

**(as stated in Procedure Manual pg. 15)**

Committee will go into Executive Session

*Kathy Scarborough - motion for committee to go into Executive Session.*

*Second Motion made by \_\_\_\_\_.*

Performance Evaluation and Salary of Exec. Director

*Executive Session: committee members review and discuss various reports.*

Upon obtaining all input, the Committee shall discuss the ED's performance, identifying specific strengths and areas for improvement in the coming year. Based on the ED's performance, the Committee will meet to discuss the potential for a merit raise or bonus. The Committee uses the materials listed below in formulating their recommendation. In seeking independent verification of ED performance the Committee, and other members of the Board, will not seek information outside of the process described here.

### 1. *Performance Evaluation*

- a) Compilation of Board Member Comments, and the original *Board Member Comments Forms*
- b) Completed *Performance Evaluation for Executive Director: Executive Limits/Strategic Priorities* form
- c) Results of satisfaction surveys completed during the review period
- d) Results of records inspections if conducted by the Committee

### 2. *Merit Increase or Bonus*

Consideration shall be given to

- a) The previous year's merit or bonus awarded to the Executive Director
- b) Civil Service directives regarding their position on salaries and bonuses provided to unclassified employees
- c) Other District's/Authority's Executive Director's salaries and bonuses, their credentials and years in the position, in Districts with similar staffing and budgets
- d) A table containing the CLHSD Executive Director's current salary, indicating potential annual merit raises ranging from 4% to 15% including financial impact of related benefits.

The Committee will prepare a report containing their recommendations, including a composite evaluation document, to be presented to the full Board at their next scheduled meeting. The Committee's report will be provided to the ED for review and comment before it is presented to the Board. The Committee's report will outline the evaluation process in terms of what evidence was reviewed; it may also contain recommendations to improve the procedure or its future application.

Come out of Executive Session - Motion and Vote

*Kathy Scarborough makes a motion* for the Committee report to be accepted as presented (or with changes). *A second motion is made by \_\_\_\_\_.*