

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

STAFF REPORT

**Agenda Item 4: General Manager Evaluation Procedure Update
Monday, December 9, 2024**

The Strategic Plan relevant priority is **Administration** through (1) sustainable, capable, high quality executive leadership, providing support, incentive, and retention; (2) effective human resources to execute the strategic plan; and (3) maintaining updated policies and procedures.

Background

In a previous Agenda Item of this meeting, the Board will consider approval of the updated Personnel Policies, including the General Manager Evaluation.

The General Manager Evaluation Ad Hoc Committee (Trustees Reardan and Bailey) met with GM Salomone to discuss implementation of the proposed updated policy for the review term of calendar year 2024. GM Salomone shared proposals from two Human Resources consultants with the Ad Hoc which were discussed, along with the general procedure. Through discussion, a proposed adaptation for policy implementation was developed for the 2024 review period as described below.

Discussion

The Ad Hoc Committee believes a streamlined process could be used for the 2024 review period, especially since the last review was finalized in May 2024 (for the 2022 and 2023 review periods) and no concerns were raised.

Proposed adaptation for 2024 review period:

- December 9, 2024 Board approval of proposed 2024 review period implementation. GM issues Self-Evaluation and Strategic Plan Progress report as per policy.
- January Board Regular or Special Meeting: Board holds a closed session to complete the Trustee Survey as a group (rather than individually as described in policy.)
- Consultant reviews the survey results and provides recommendations on compensation package to the Ad Hoc Committee.
- February Board Meeting: Ad Hoc makes GM Evaluation recommendation to Board in closed session.
- Ad Hoc meets with GM to present evaluation results, including any proposed compensation package changes. If any concerns, Consultant can be included to assist.
- March Board Meeting: If all parties aligned, finalization of the evaluation and implementation of any compensation package changes beginning the March 1 pay period.

Recommended Action(s):

- Move to approve the GM Evaluation Ad Hoc Committee recommendation for a proposed adaptation of District policy for the 2024 review period; and
- Direct Ad Hoc Committee and GM to schedule necessary meetings.

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Prepared and submitted to the Board of Trustees by: *Elizabeth Salomone, General Manager*