**Purpose:** To establish the criteria and process by which the annual performance evaluation of the Chief Executive Officer (CEO) shall be conducted and considered by the Board of Directors

**Policy:** It is the policy of the DPHCD Board of Directors to conduct an annual performance evaluation of the CEO. Maintaining confidentiality during the annual performance evaluation process is crucial for the CEO, the Board of Directors, and the District.

# Performance Criteria for CEO Evaluation

1. Leadership Quality and Effectiveness:
   * Assessment of leadership performance in Board and strategic responsibilities, administration, personnel management, financial oversight, asset management, community engagement, and public relations within Del Puerto Health Care District.
2. Achievement of Annual Goals:
   * Evaluation of the CEO's success in meeting annual goals and objectives set by the Board of Directors and the CEO.
3. Progress Toward Strategic Plan:
   * Review of the District's advancement toward fulfilling its strategic plan under the guidance of the CEO.
4. Employee Management:
   * Assessment of the CEO's effectiveness in managing, recruiting, and retaining District employees and volunteers.
5. Communication and Collaboration with the Board:

* Review the CEO's effort to foster effective communication, collaboration, transparency, and alignment while leveraging the board's advisory role to drive accountability and achieve the agency's mission and goals.

1. Relationships with Government Agencies:
   * Assessment of the quality and effectiveness of the CEO's relationships with other government agencies pertinent to Del Puerto Health Care District's operations.

**Procedure:**

# Evaluation Preparation – May through August

1. June
   * The HR Manager will facilitate an annual, confidential survey of the CEO’s direct reports, provide feedback to the CEO, and supplement the Board's evalution.
   * The results will be presented to the CEO as soon as they are compiled.
2. June Board Meeting
   * The board President will appoint themselves and one additional board member to oversee the CEO evaluation process.
   * These members will form the "Ad Hoc CEO Review Committee" (Committee), with one designated as the Chair.
   * The Human Resources Manager will offer staff support to this Committee.
3. July 15th
   * The CEO will provide a self-evaluation narrative and
   * An annual report detailing progress on
     + district achievements,
     + strategic plan implementation,
     + patient services,
     + patient and employee satisfaction,
     + financial performance,
     + governmental relations, and
     + community engagement.
4. July 16th or next business day
   * The Human Resources Manager will furnish the Committee with the CEO Review Information packet, comprising:
     + the CEO self-evaluation and annual report,
     + the review of the CEO from their direct reports
     + a copy of this evaluation policy,
     + the current CEO job description,
     + instructions and timeline for the board CEO evaluation survey,
     + the CEO's contract with amendments, and
     + the most recent CEO salary survey.
5. July Board meeting
   * The CEO will present their fiscal year-end report to the Board of Directors and distribute copies.
   * The HR manager will guide the Board on completing the CEO evaluation survey between this meeting and August 10th.
6. August 10th
   * Board members will complete the CEO evaluation survey by August 10th.
   * If additional information is needed, board members should contact the Committee Chair, who will forward requests to Human Resources for distribution to all board members.
   * Board members should avoid contacting anyone other than the Committee Chair for supplementary information.
   * The Committee will compile all evaluation materials for the Board's consideration at the August Board meeting.

# The Evaluation – August Board Meeting

1. The CEO's annual performance review will take place each year during the August meeting of the Board of Directors.

* The Board will convene in Closed Session with Legal Counsel, following the guidelines of the Brown Act, which permits personnel evaluations to be conducted in closed sessions.
* The evaluation survey results will be shared with the CEO in a sealed envelope as the Board enters Closed Session.
* The committee will present the board with the evaluation survey results during the Closed Session without the CEO.

1. When the Board’s evaluation discussion is concluded, the CEO will be invited to discuss the survey results further and review findings with the Board, during which:
   * The Board President will lead a discussion concerning the CEO's performance.
   * The Board will assess the CEO's performance as Excellent, Satisfactory, or Unsatisfactory.
2. After the performance assessment, the Board and CEO will continue discussions in Closed Session regarding adjustments or changes to the CEO's compensation, contract, and benefits package.
   * If the Board determines that the CEO's overall performance ranges from satisfactory to excellent, the CEO will receive a salary increase within the designated range set by the Board. However, in cases of financial strain, salary increases may be adjusted or withheld as deemed necessary by the Board.
   * Other legally permissible benefits may also be extended, and the CEO's contract may be renewed to reflect the Board's intention to retain them.
   * Should the Board find the CEO's overall performance unsatisfactory, the CEO must submit a written plan for performance improvement to the President and Board within 15 days for approval.
3. The Board President will adjourn the Closed Session to the Open Session.
4. The Board will address any modifications to the CEO's compensation, contract, or benefit package as a regular action item on the agenda during the Open Session.

# Evaluation Wrap-up – September

1. The Ad Hoc CEO Review Committee will provide the CEO with a written synopsis of the verbal feedback from the board meeting.
2. Both the Board President and the Chair of the Ad Hoc CEO Review Committee will finalize and sign the Employee Action Form to enact any alterations to the CEO's compensation package.
3. The CEO will oversee the documentation process for any amendments or adjustments to the CEO's Employment Contract, as approved by the board.
4. The contract will be finalized and signed by the Board President.