SUTTER COUNTY BOARD OF SUPERVISORS
Board Agenda Staff Report

To: Honorable Board of Supervisors
From: Gina Rowland, Human Resources Director
Department: Human Resources
Subject: Approval of Annual Leader Evaluation Process for County Administrator and County Counsel

Recommendation:
Approve the attached Annual Leader Evaluation Process for County Administrator and County Counsel.

Background:
In approximately March of 2018, the Board of Supervisors directed Human Resources to develop an annual performance evaluation process for the positions of County Administrator and County Counsel. The purpose of an annual leader evaluation process is to promote accountability for the County’s top leaders in areas such as personal and professional integrity, community engagement, strategic leadership and planning, financial management and budgeting, and communication and information sharing. By formally adopting the attached recommended Annual Leader Evaluation Process, the current Board of Supervisors is affirming its commitment to excellence, and helping to ensure that a culture of accountability continues as a priority for future Boards of Supervisors.

The new Annual Leader Evaluation Process includes three components: 1) a 360-degree survey which includes a self-evaluation by the leader, and feedback which is collected from department heads, the leader's direct reports, and the individual Board of Supervisor members; 2) evaluation of the leader’s accomplishments and achievements for the prior year; and 3) establishment of the leader’s organizational and leadership goals for the following year. Organizational goals are goals that are internally or externally directed and relate to any service or deliverable that advances the County’s mission and vision. Organizational goals should be linked to the Board of Supervisors Goals and Top Priorities. Leadership goals are goals that build personal capacity and effectiveness.

The Annual Leader Evaluation process would commence each calendar year in August, and be completed by the Board of Supervisors by December 31st of each year. A complete copy of the Annual Leader Evaluation Process and the Annual Leader and Evaluation Goals Form is attached.

Prior Board Action:
There has been no prior Board action to formally adopt an annual leader evaluation process.

Board Alternatives:
Do not approve the attached Annual Leader Evaluation Process and/or direct staff to return to the Board with modifications.
Other Department and/or Agency Involvement:
County Administrator and County Counsel.

Action Following Approval:
Human Resources will secure the technology to conduct 360-degree evaluations, and initiate the 360-degree survey beginning in August 2019.

Fiscal Impact:
A subscription to 360-degree survey software is estimated to cost between $1,000 and $2,500 annually. This amount can be absorbed within the Human Resources existing budget for Services and Supplies; therefore, there is no General Fund impact resulting from this recommendation.

Countywide Goals and/or Top Priorities Compliance:
Approval of this item complies with the following Countywide Goal:

Provide local government leadership which is open, responsive, ethical, inclusive, and transparent, while recognizing and respecting legitimate differences of opinion.

Standing Committee Review:
The Board previously requested modified guidelines for evaluating the CAO and County Counsel positions.

Attachments:
Annual Leader Evaluation Process
ICMA Practices for Effective Local Government Leadership
ICMA Code of Ethics with Guidelines
Successful Evaluation Tips
360-Degree Survey Cover Letter
Annual Leader Evaluation and Goals Form – County Administrator
Annual Leader Evaluation and Goals Form – County Counsel

Respectfully Submitted,

s/ Gina Rowland
Human Resources Director

Attachments:
1. Leader Evaluation Process
2. ICMA Effective Leadership Practices
3. ICMA Code of Ethics
4. Successful Evaluation Tips
5. 360 Survey Cover Letter
6. Evaluation and Goals Form CAO
7. Evaluation and Goals Form CC