



Midpeninsula Regional  
Open Space District

Board Appointee Evaluation Committee  
April 8, 2014

## **SPECIAL MEETING**

### **BOARD APPOINTEE EVALUATION COMMITTEE**

Administration Office – Long Ridge Conference Room  
330 Distel Circle  
Los Altos, CA 94022

## **DRAFT MINUTES**

**April 8, 2014**

### **I. CALL TO ORDER**

Director Harris called the Special Meeting of the Board Appointee Evaluation Committee (BAE) to order at 2:35 p.m.

### **II. ROLL CALL**

Members Present: Jed Cyr, Cecily Harris, and Pete Siemens

Members Absent: None

Staff Present: General Counsel Steve Abbors, Assistant General Manager Kevin Woodhouse, General Counsel Sheryl Schaffner, District Controller Mike Foster, Human Resources Supervisor Candice Basnight, and District Clerk Jennifer Woodworth

### **III. ORAL COMMUNICATIONS**

None.

### **ADOPTION OF THE AGENDA**

**Motion:** Director Siemens moved, and Director Harris seconded a motion to adopt the agenda.

VOTE: 3-0-0

### **IV. COMMITTEE BUSINESS**

#### **Agenda Item #1 – Approved the minutes of December 17, 2013**

**Motion:** Director Cyr moved, and Director Siemens seconded a motion to approve the minutes of the December 17, 2013 meeting.

VOTE: 3-0-0

**2. Board Appointee Performance Evaluation Process Policy (R-14-69)**

Assistant General Manager Kevin Woodhouse provided the staff report summarizing the discussion at the Committee's meeting in December. Mr. Woodhouse outlined the draft policy and timeline of the proposed evaluation process. Mr. Woodhouse explained that the timeline outlined in the draft policy is tied to the fiscal year and reviewed the various milestones included in the draft policy. Finally, Mr. Woodhouse described the next steps to be taken following this Committee meeting

The Committee members made recommendations for changes to the draft policy. Extensive discussion ensued.

The Committee agreed by consensus to the following changes to the draft Board Appointee Performance Evaluation Process policy:

- Move the references to the use of a facilitator/consultant to the end of the policy
- Alter the requirement that follow-up written questions be provided to the appointees within three days to as soon as possible
- Shorten the timeline for the evaluation process to establish the goal of completing the evaluation process within fourth months of the completion of the fiscal year
- Raises will customarily be retroactive to the beginning of the fiscal year, however, this is not a requirement
- Fiscal Year End summary will guide the memorandums from appointees
- Draft appointees' evaluation forms will be provided as a sample but are not required for use by the Board or appointees
- Remove the numerical rating system from the evaluation form but leave the descriptions provided

The Committee directed staff to draft evaluation form for all Board appointees and send to all Committee members for review.

Public hearing opened at 3:58 p.m.

No speakers present.

Public hearing closed at 3:58 p.m.

**VI. ADJOURNMENT**

The next BAE meeting was not scheduled.

Chair Cyr adjourned the Regular Meeting of the Board Appointee Evaluation Committee at 3:59 p.m.

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Jennifer Woodworth, CMC  
District Clerk