



## Legislation Text

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File #: 21-910, Version: 1

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### Memorandum

Date: September 14, 2021

To: The Honorable Lake County Board of Supervisors

From: Carol J Huchingson, County Administrative Officer

Subject: (a) Consideration of Amendment to Personnel Amended Policy Rule 1100 "Performance Reports", creating Rule 1102.3 For Evaluation of the Performance of the County Administrative Officer, Appointed Department Heads, and the Public Health Officer; and (b) Consideration of special meeting dates to added to the Board of Supervisors annual calendar for 2021, at 1:00 p.m. on September 30, 2021, October 7, 2021, October 21, 2021 and November 4, 2021

#### Executive Summary:

HR Director Pam Samac and I would first like to express our gratitude to Supervisor Scott and Supervisor Crandell who served on an ad hoc committee of your Board to develop the attached draft. In addition, we are very grateful to all of the department heads for their valuable input and for their participation in the pilot testing aspects of this draft over the past year.

(a) We submit for your Board's consideration a new policy for Evaluation of the Performance of the County Administrative Officer (CAO), Board Appointed Department Heads and the Public Health Officer, hereinafter referred to as "appointees".

Under the proposed policy, annual evaluations will be calendared for all appointees during your Board's closed session, in four half day sessions, to align with the start of the recommended budget process. Prior to the annual evaluations, appointees will complete Self-Evaluation forms.

In an effort to support new appointees in their positions for less than one year, evaluations will be calendared quarterly in closed session during the first year of employment. Additional evaluations for appointees can also be calendared for closed session as needed.

Discussion will be used to identify and agree upon strategic priorities, leading to completion of the Goals Worksheet, by the appointee and the CAO, following the evaluation.

Historically, evaluations, and corresponding merit or longevity steps, have been tied to each appointee's salary anniversary date and the Chair has approved Report of Appointment (ROA) forms following the annual evaluation when applicable. In light of the proposed changes, the policy provides authority to the County Administrative Officer or the Chair to approve ROA forms for merit or longevity steps as they come due.

(b) Although the start of the recommended budget process for the current Fiscal Year has passed, we further recommend your Board take action to add the following special meeting dates to your annual calendar for 2021, for appointee evaluations:

September 30, 2021	1 PM	Board of Supervisors Chambers
October 7, 2021	1 PM	Board of Supervisors Chambers
October 21, 2021	1 PM	Board of Supervisors Chambers
November 4, 2021	1 PM	Board of Supervisors Chambers

For your 2022 annual calendar, staff will populate recommended dates for the next round of evaluations in February/March for your preapproval at that time, and will continue doing so for the years thereafter.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028** (check all that apply):

☐ Not applicable

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Well-being of Residents         | <input type="checkbox"/> Public Safety                          | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Infrastructure                         | <input checked="" type="checkbox"/> County Workforce                 |
| <input type="checkbox"/> Community Collaboration         | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                                  |

**Recommended Action:**

- (a) Approve amendment to Rule 1100 adding section 1102.3 Policy for Evaluation of The Performance of Board the County Administrative Officer, Board Appointed Department Heads, and the Public Health Officer
- (b) Approve additional dates to your 2021 annual meeting calendar, at 1:00 p.m on September 30, 2021, October 7, 2021, October 21, 2021 and November 4, 2021