

NORTH CENTRAL COMMUNITY SERVICES PROGRAM BOARD EXECUTIVE COMMITTEE

August 28, 2018

1:00 PM

NCHC - Juniper Room

Present: EXC Jeff Zriny X Steve Benson
 X Corrie Norrbom X Bob Weaver

Others present: Michael Loy, Robin Stowe

Guests: Todd Penske, PeopleFirst

Vice-Chairman Benson called the meeting to order at 4:05 p.m.

Public Comment for Matters Appearing on the Agenda

- No public comment(s) made.

ACTION: Approval of 07/18/18 Executive Committee Meeting Minutes

- **Motion**/second, Weaver/Norrbom, to approve the 07/18/18 Executive Committee meeting minutes; motion passed.

CEO Performance Evaluation Process – Todd Penske, PeopleFirst

- T. Penske presented and reviewed a draft CEO Performance Evaluation Process and Form.
- Included is the industry 'best practice evaluation process' between the CEO and Board and being customized to North Central Health Care. Best practice includes moving toward having a roadmap, making adjustments to the CEO's pay based on a comprehensive rating, and adding an incentive payment if established criteria are met.
- The draft evaluation process and form incorporate the input from the July Executive Committee meeting, the Retained County Authority Committee (RCA) goals and work plan performance criteria, as well as private and public industry best practices.
- The evaluation involves two parts: the process and the compensation.
 - The RCA evaluates performance twice per year.
 - The NCCSP Board evaluates performance once annually.
 - The NCCSP Board recommends the pay increase of the CEO.
 - The RCA considers the NCCSP Board recommendation of salary changes, approves or amends, and final decision is implemented by the NCCSP Board.
- One evaluation tool for the Board and RCA is preferable.
- The drafts provided are comprehensive and well laid out. It was felt it is important to establish a pay for performance evaluation process, use a tool that incorporates industry (public and private) standards, and that the tools and process is a collaborative decision between the Board and RCA.

- It was felt it is important to give an opportunity for individuals to 'opt out' of responding to questions if they are unfamiliar with the content/outcome of the item. It is also important for the CEO to provide a summary prior to or with the evaluation.
- Annual performance evaluation would be more intensive and the mid-year evaluation may not be as extensive i.e. a review of the progress of the CEO/RCA Work Plan only by the RCA.
- Committee agreed on the following changes to the process and tool:
 - Add CEO and RCA Work Plan with a fail/pass option
 - Add RCA Performance Outcomes with a does not meet, meets, and exceeds evaluation
 - Calculations would need to be revised so score is not skewed
- Todd and Michael will meet with Lance Leonhard and potentially the RCA for feedback prior to the next Executive Committee meeting.

Adjourn

- **Motion**/second, Weaver/Benson, to adjourn the Executive Committee meeting at 5:15 p.m.
Motion carried.

Minutes prepared by Debbie Osowski, Executive Assistant