



Agenda Item Number 6 b. Executive Director Annual Evaluation

Date: **June 27, 2024**

Presenter: **Joshua Burstein, LCOG HR Manager**

Action Recommended: Accept Evaluation

The Executive Committee has decided to use the same process as the last two years for the annual evaluation of the Executive Director going forward. The process consists of a survey sent to my management team, an evaluation form sent to Board members, and a Self-evaluation.

The annual review of Executive Director Brenda Moore for 2023-24 had three parts.

First there was a survey of managers, the administrative team, management/confidential employees, and Information Systems employees. We had a response rate of 15 out of 55, or 27.3%. This is the same as in 2023, when we surveyed just managers and management/confidential employees, and had a response rate of 11 out of 40, or 27.5%.

Second, Brenda provided a Self-Evaluation, which I sent to each of you with the survey.

The third and final piece was a Survey of Board Members. Human Resources sent out surveys to 33 individuals and had a 21.2% response rate. This compares to 29.7% in 2023, 27.6% in 2022, and 23.3% in 2021.

Results and Comments:

The results for the Board Survey are attached with the average response score for each question. The verbatim comments from the Survey are also attached, including comments provided in each evaluation section and comments provided to the open-ended questions at the end.

The results of the survey of managers and other employees were overall positive.

Some examples of comments were that she was “positive and supportive” and brings “a deep sense of integrity” to the agency. She also was seen as someone who has a “good grasp of topics,” who was “very knowledgeable and well-liked in the community,” and who “takes responsibility for things.” Other descriptions of her were: “highly supportive,” “good listener,” “pragmatic,” “passion for her job,” “dedication to get the work done,” a person who “rolled up her sleeves,” a “problem-solver,” and “has a good grasp of topics.”

One comment summarized things well: “it is her genuine care for our agency, staff, and members that makes her stand out to me as the greatest leader I know of in our region and in the state of Oregon.”

There were some constructive comments or suggestions for improvement, mainly around her communication style – that at times she seemed unintentionally “authoritative” or “harsh,” and that she should “spend more time listening” – and around her “appearing distracted and/or overworked.” Much of this appeared due to a rough time in 2023 in her personal life and to having to fill in for managers who were out for extended periods of time. Improvement was noted, especially in the latter half of the review period (roughly since January 2024) - in particular, since she instituted her “B Moore” / “Be more...” initiative, she has been more present and approachable.

Brenda’s current three-year contract was negotiated and approved by the Board in 2023, so no contract was presented this year, but the Executive Committee offered to extend the contract another three years and Brenda accepted. The compensation provisions, however, did need to be decided and Brenda proposed the same compensation structure as was agreed upon for the past year and the Executive Committee agreed.

Suggested Motion:

Accept the Executive Director Evaluation as Satisfactory and Approve Compensation Structure Negotiated by the Executive Committee.