

ALAMEDA-CONTRA COSTA TRANSIT DISTRICT



STAFF REPORT

MEETING DATE: 11/9/2022

Staff Report No. 22-595

TO: AC Transit Board of Directors
FROM: Murphy McCalley, Chair, Board Officer Evaluation & Compensation Committee
SUBJECT: Amendments to Board Policy 160

ACTION ITEM

AGENDA PLANNING REQUEST:

RECOMMENDED ACTION(S):

Consider approving amendments to Board Policy 160 - Board Officers: Performance Evaluations, Employment Agreements, and Leave Notification.

Presenter:
Murphy McCalley, Chair, Board Officer Evaluation & Compensation Committee

STRATEGIC IMPORTANCE:

Goal - High-Performing Workforce
Initiative - Employee Recruitment, Training and Retention

Performance evaluations are an essential ingredient in ensuring that performance expectations are met and that the goals of the agency and individual departments are achieved.

BUDGETARY/FISCAL IMPACT:

There is no budgetary or fiscal impact associated with this report.

BACKGROUND/RATIONALE:

On May 25, 2022, the Board established a limited-purpose committee to assist the Board in developing a framework for future Board Officer performance evaluations, including a process, evaluation criteria, and a basis for compensation adjustments. The Committee solicited the services of an outside consultant who met with the Board Officers and worked with the Committee to amend the Board Policy 160, which among other things, provides a framework for the Board Officer evaluation process. In addition, the Board Officers were presented with the initial draft of the policy and proposed several amendments which were reviewed by the Committee.

The Committee has concluded its work and presents the revised policy in Attachment 1 to this report. Due to extensive changes, a clean version of the policy is provided. For reference, the original policy is provided in Attachment 2.

Highlights of the revised policy includes the following:

- Provides for the Board to be notified 3 months in advance of the anniversary date
- Offers the option to form a special committee to conduct the evaluation
- Prescribes the steps to be followed to complete the evaluation
- Incorporates attainment of strategic goals
- Establishes a numerical rating scale

ADVANTAGES/DISADVANTAGES:

The advantage of the revised policy is to provide clarity and guidance in the evaluation of performance for Board Officers.

ALTERNATIVES ANALYSIS:

Staff did not prepare the policy revision; therefore, there alternatives to the course of action recommended in this report.

PRIOR RELEVANT BOARD ACTION/POLICIES:

Board Policy 160 was last amended on July 22, 2020

ATTACHMENTS:

1. Board Policy 160 (Amended)
2. Board Policy 160 (Original)

Prepared by:

Linda A. Nemeroff, Board Administrative Officer on behalf of Chair McCalley