



Midpeninsula Regional
Open Space District

R-20-111
Meeting 20-23
October 14, 2020

AGENDA ITEM 6

AGENDA ITEM

Board of Directors Self-Evaluation Process

GENERAL MANAGER'S RECOMMENDATIONS *dm*

1. Review the list of potential facilitators, submit rankings, and confirm the top three to four firms to be interviewed for the selection of a facilitator for the Board Self-Evaluation Process and Retreat.
2. Select one of the following to assist the General Manager with the logistics in preparing for the Self-Evaluation Process and Retreat:
 - a. Form a Board Evaluation Ad Hoc Committee and authorize the Board President to appoint three members of the Board of Directors to serve on the Ad Hoc Committee.
 - b. Delegate this role to the Board President and Vice-President.

SUMMARY

The Board of Directors (Board) directed the General Manager to investigate options for a Board self-evaluation process, including options for a facilitator to assist with the process at an upcoming Board retreat. Staff compiled a list of possible facilitators (Attachment 1) for Board review and ranking to determine the top three or four candidates to be interviewed by the Board. To assist in finalizing the logistics of the Board self-evaluation process and retreat, the General Manager requests the Board's assistance either by the formation of an Ad Hoc Committee or via working with the President and Vice-President. Guidance on logistics is desired for the preparation of sample facilitator interview questions, development of materials for distribution ahead of the retreat (e.g. survey questions), and preparation of the retreat agenda. Funds for this work are included in the Fiscal Year 2020-21 (FY21) training and professional development budget.

DISCUSSION

At its June 24, 2020 meeting, the Board directed the General Manager to research options for a Board self-evaluation process. The Board felt that now is an opportune time to reflect as a body on its activities, conduct, and communications now that the two newest members have reached their two-year anniversaries. To support this process, staff compiled a list of eleven potential facilitators for consideration. In order to efficiently rank and discuss the facilitators, Board members are asked to submit their preliminary rankings to the District Clerk prior to the October 14, 2020 Board meeting date. During the October 14 Board meeting, Board members will

finalize their rankings and select the top three to four facilitators to interview for the final selection of a facilitator who will be the best fit for this process and for the Board.

Suggested areas the Board may want to consider when ranking the facilitators are as follows:

- What type of experience do they have working with public agency elected officials, particularly when elected members represent different geographic wards/districts and different constituency groups?
- What experience do they have working with others in reviewing and updating Board procedures and protocols?
- Do they have experience working with entities that are becoming more known/visible and increasing their level of public engagement, community activity, and public interest?
- Do they have a broad range of experience in working with a variety of organizations, including various types of public agencies and their staffs, and non-profits and community groups, such as those the District coordinates with on a regular basis?

To assist with the logistics of the self-evaluation process and upcoming retreat discussion, the General Manager requests Board assistance via either an Ad Hoc Committee or by working directly with the Board President and Vice-President. Guidance is desired to prepare sample facilitator interview questions, to develop materials for distribution ahead of the retreat (e.g. survey questions), and to prepare the retreat agenda.

FISCAL IMPACT

Formation of a new compensable Ad Hoc Committee is not expected to result in any new fiscal impact. The FY21 Budget anticipates both Committee and Board meeting attendance for Board Directors. According to Board Policy 6.06 (*Meeting Compensation, Reimbursement of Authorized Necessary Expenses for Performance of Official Duties, and Adoption of Ethics Training Requirements Pursuant to Government Code Section 53232 et seq. (AB1234)*), the maximum allowable total compensation per Board member is one hundred dollars (\$100.00) per day and six hundred dollars (\$600.00) per calendar month. The FY21 Budget contains sufficient funds for Board compensation related to meeting attendance. The FY21 Budget also contains sufficient funds for the facilitator and other Board training/professional development costs.

BOARD COMMITTEE REVIEW

This item does not require Board committee review.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Depending on the Board's selected action, either Committee members would be appointed by the Board President and begin working with the General Manager or the General Manager would work directly with the Board President and Vice-President to prepare for the self-evaluation process. The goal is to hold the self-evaluation retreat discussion in December 2020 but after the December 7, 2020 FY22 planning retreat.

Attachments

1. List of potential facilitators to be ranked

Responsible Department Head:

Ana Ruiz, General Manager

Prepared by:

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