



MEMORANDUM

TO: BOARD OF POLICE & FIRE DEPARTMENT RETIREMENT PLAN
FROM: VALTER VIOLA (CORTEX)
SUBJECT: 2023 BOARD PERFORMANCE ASSESSMENT
DATE: SEPTEMBER 7, 2023
CC: ROBERTO PENA (CEO)

The Board Performance Assessment Policy requires the Board to self-assess its performance every two years by having trustees:

- **complete an on-line survey** (< 30 minutes) that allows trustees to evaluate and comment on the effectiveness of the Board and its committees; and
- **participate on a 1-on-1 call with Cortex** (~ 15 minutes) to clarify any comments made in the survey or to provide verbal feedback that was not included in the survey responses.

The timeline for completing the survey and participating in an interview is below; Cortex plans to share its findings from the surveys and interviews at the October Board meeting.

		Survey	Interview	Findings		
Fr	08-Sep	On-line survey is available				
Sa	09-Sep					
Su	10-Sep					
Mo	11-Sep					
Tu	12-Sep					
We	13-Sep					
Th	14-Sep	Surveys are completed				
Fr	15-Sep					
Sa	16-Sep					
Su	17-Sep					
Mo	18-Sep					
Tu	19-Sep					
We	20-Sep					
Th	21-Sep	Interviews are completed				
Th	05-Oct	Findings are reviewed at Board Meeting				

Confidentiality:

Trustees’ feedback from both the surveys and interviews will be anonymous (i.e., only Cortex will know which feedback came from which trustee). Also, Cortex’s Report of Findings will aggregate all responses to maintain anonymity; Cortex will not identify the responses of individual trustees in the Report.