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## MEMORANDUM

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**TO:** JOINT PERSONNEL COMMITTEE  
**FROM:** TOM IANNUCCI, CORTEX  
**SUBJECT:** REVIEW OF PERFORMANCE EVALUATION PROCESS  
**DATE:** DECEMBER 27, 2021  
**CC:** PRABHU PALANI, CIO; ROBERTO PENA, CEO

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On December 7, 2021, the JPC met and reviewed the CEO/CIO performance evaluation processes based on experience gained in the mock evaluation that occurred in October 2021. Several trustees expressed a concern that the evaluation process was somewhat onerous for staff and board members, while others felt that the process and time commitment was appropriate given the importance of the evaluations. As a result, it was agreed that the current evaluation processes would be used in 2022 with minor changes to streamline the process.

The proposed changes are as follows:

- Instead of completing the evaluation Worksheet as a group in closed session, Board members would be asked to complete the Worksheet in advance using survey software. In this way, the aggregate results can be summarized in advance and discussed more efficiently at the closed session.
- The CEO and CIO will also complete the above Worksheet, but will not be asked to complete the Management/Leadership Survey.

The JPC also confirmed/clarified the following steps in the process:

- The Board that meets in closed session first will establish a range for the IPCA rather than a single figure, thus making it more likely that board Boards will be able to agree on a single figure.
- The *final* evaluations and IPCA will be approved by each Board.

The CEO Evaluation Policy and associated Procedures have been revised to reflect the above and are attached for the JPC's consideration.

I look forward to discussing the above at the January JPC meeting.