

** DRAFT **

MEMORANDUM

TO: GOVERNANCE COMMITTEE, SAN JOSE POLICE & FIRE DEPARTMENT RETIREMENT PLAN

FROM: TOM IANNUCCI & JENNY TAM, CORTEX

PROJECT: 2019 BOARD PERFORMANCE ASSESSMENT

SUBJECT: WORK PLAN

DATE: SEPTEMBER 5, 2019

A proposed work plan for administering the 2019 Board Performance Assessment is summarized below.

Date	Expected Activities and Tasks
Sept. 5, 2019	1. Governance Committee to review workplan and draft Board Performance Assessment survey. Cortex to modify the survey as directed by the Committee.
Sept. 19, 2019	2. As required by policy, staff to compile an Evaluation Report, for the 2017 fiscal year, summarizing the following: <ol style="list-style-type: none"> Number of board and committee meetings held Board member attendance Board education efforts Other information considered appropriate by the CEO
Sept. 20, 2019	3. Evaluation Report and survey invitations to be issued to Board members to complete the online Board Performance Assessment Survey. (email reminders to be sent to Board members as necessary.)
Oct. 17, 2019	4. Deadline for Board members to complete the online survey.
Oct./Nov 2019	5. Follow-up telephone interviews with Board members to allow them to expand on their survey input. Summary Report of survey/interview findings to be prepared.
Dec. 5, 2019	6. Governance Committee to review Summary Report and develop recommendations for Board consideration, as appropriate.
Jan. 2020	7. Governance Committee Chair to present summary report and recommendations to the Board.

We trust the above will be helpful.