
MEMORANDUM

TO: GOVERNANCE COMMITTEE, SAN JOSE POLICE & FIRE DEPARTMENT RETIREMENT PLAN
FROM: TOM IANNUCCI & JENNY TAM, CORTEX
PROJECT: 2021 BOARD PERFORMANCE ASSESSMENT
SUBJECT: WORK PLAN
DATE: JUNE 17, 2021

As per Board policy, the Board reviews its own performance every two years. A proposed work plan for administering the 2021 Board Performance Assessment is summarized below.

Date	Expected Activities and Tasks
Jun. 17, 2021	1. Governance Committee to review workplan and Board Performance Assessment survey. Cortex to modify the survey as directed by the Committee.
Jun. 18, 2021	2. As required by policy, staff to provide an Evaluation Report for the 2021 fiscal year to accompany the above survey and summarizing the following: <ol style="list-style-type: none"> a. Number of board and committee meetings held b. Board member attendance c. Board education efforts d. Other information considered appropriate by the CEO
Jun. 21, 2021	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.)
Jul. 21, 2021	4. Deadline for Board members to complete the online survey.
Jul./Aug. 2021	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.
Sept. 2021	6. Governance Committee to review Summary Report and develop recommendations for Board consideration, as appropriate.
Oct. 7, 2021	7. Governance Committee Chair to present summary report and recommendations to the Board.

We trust the above will be helpful.