

Key Dates for Director Flowers' review

(11/18/20)

Performance year: August 2020 through December 2020 (non-confirmation year). Transition to calendar year performance evaluation timeline

Date	Task	Who	Staff Assignment	Notes
By 11/18	Create performance review document and send it to the Director and Board Chair	Cathy Journey	None	Form: Transition Review
12/8	Discuss process, timeline, form changes and workplan with the Board	Board Chair Flint Director Flowers	Cathy Journey	Study session
By 12/8	Talk with the Mayor about the process, timeline, and form changes	Board Chair Flint Director Flowers	Cathy Journey	
By 12/9	Distribute workbook to Board Members and Director	Board Chair Flint	Cathy Journey Charleen Jacobs to distribute to Board Members	
1/6	Self-evaluation is due	Director Flowers	None	
By 1/8	Distribute self-evaluation to Board Members	Director Flowers	Charleen Jacobs	
1/13	Present self-evaluation	Director Flowers	None	Executive session during study session 60 minutes
1/13	Confirm 2021 workplan	Board	Director Flowers	Study session (open meeting)
1/27	Board discusses performance and drafts review Staff assists with note-taking Director not present	Board Chair Flint	Cathy Journey +1	Executive session during study session 90 minutes
By 1/29	Send draft review document to Board Chair	Cathy Journey	Charleen Jacobs	
By 2/5	Send draft review document to Board	Board Chair Flint	Cathy Journey	
2/10	Review draft document and finalize (executive session)	Board	Cathy Journey	Executive session during study session

Date	Task	Who	Staff Assignment	Notes
	Director not present			45 minutes
By 2/12	Distribute final draft document to Board and Council Members	Board Chair Flint	Cathy Journey	
By 2/18	Resolutions are prepared and submitted	Bill Fosbre Tom Morrill	None	
By 2/19	Distribute final draft document to Director	Board Chair Flint	Cathy Journey	
By 2/23	Discuss the review with the Mayor	Board Chair Flint	None	
2/24	Deliver performance review Director present/staff not present unless requested	Board Chair Flint	None	Executive session during study session 60 minutes
2/24	Board votes on performance review and compensation	Board	Tom Morrill	Evening meeting
2/28	Review communicated	Communications group (at the direction of the Board Chair)	Public Affairs and Communication	
Mid-year Check-in (Non-Confirmation Year)				
No self-assessment; conversation only				
6/9	Distribute template to Director and Board			Form: Check-in template
6/23	Conduct performance check-in Staff takes notes on screen during the session; Board and Director edit live.	Board		Executive session during study session Simple format: Well-dones and opportunities 60 minutes