



**EXECUTIVE COMMITTEE
MEETING AGENDA**

March 17, 2021 – 10:00 a.m.

PSTA Board Room

3201 Scherer Drive, St. Petersburg

THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY

1. **CALL TO ORDER**
2. **DISCUSSION AND APPROVAL OF EXECUTIVE DIRECTOR ANNUAL REVIEW PROCESS AND TIMELINE**
3. **ADJOURNMENT**

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact the Office of Human Rights, 400 South Fort Harrison Avenue, Suite 300, Clearwater, Florida 33756; [(727) 464-4062 (V/TDD)] at least seven days prior to the meeting.

Appeals: Certain public meetings result in actions taken by the public board, commission or agency that may be appealed; in such case persons are advised that, if they decide to appeal any decision made at a public meeting/hearing, they will need a record of the proceedings, and, for such purposes, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

RECOMMENDED PROCESS FOR EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW 2021:

Tasks	Time to Completion	Responsible Party
Executive Committee meeting to approve process with any recommendations for changes from previous evaluations and timeline (public meeting)	One Day (March 17, 2021)	Executive Committee
Make any suggested modifications to the board survey (if needed)	One Week (Complete by March 24 th)	Tina/Ralph
Send board surveys out to board members	One Day (Goal: March 29 th)	Tina/Ralph
Board surveys completed	Two Weeks (Goal: April 12 th)	Board Members
Work with HR to compile board survey results	Two Weeks (Goal: May 3 rd)	Tina/Ralph
Whit meet with Executive Committee for results (public meeting)	One Day (May 2021)	Executive Committee
Executive Committee announce results and make recommendation to the full board	One Day (June 9, 2021 board meeting)	Forward Pinellas Board

The board survey questions from 2020 are attached for modifying as deemed appropriate. The board surveys will be conducted in SurveyMonkey again this year.

Evaluation Period: June 2019 through June 2020

The evaluation of the Executive Director is designed to be a communication and learning process. The Forward Pinellas Board and the Executive Director can learn more about the strengths and weaknesses in the relationship.

The evaluation form is completed by the individual members of the board and discussed with the Executive Director.

The evaluation consists of five sections for quantitative responses. Within each section are listed a few key elements for the evaluator to consider. Next to each element please indicate the appropriate rating that best captures the performance level.

The form also contains the option of entering comments related to each of the sections. These comments may include responses to specific questions and/or any observations the evaluator believes appropriate and pertinent to the rating period. The last section is for Narrative Evaluation to elicit qualitative responses from the evaluator.

Please complete this survey by May 4.

In order to comply with Sunshine Laws, you must include your name in the space provided at the end of the survey.

Thank you.



Partnerships

Performance levels should be based on the following scale:

- 4 Excellent (outstanding) - Consistently exceeds performance expectations**
- 3 Commendable (above average) - Frequently exceeds performance expectations**
- 2 Satisfactory (average) - Meets performance expectations**
- 1 Marginal (below average) - Usually does not meet performance expectations**
- N/A (not applicable or unobservable)**

1. Coordinates work with staff from other agencies or County departments in a collaborative manner in order to accomplish goals

2. Effectively builds and leverages relationships with the local governments

3. Effectively builds and leverages relationships within the private sector

4. Maintains awareness of developments and plans potentially affecting the vision for Pinellas County and the region

5. Willingly participates with other governmental entities in sharing resources

6. Initiates and collaborates with other regional, state and federal government agencies

7. Comments related to this section:

External Communications/Messaging

Performance levels should be based on the following scale:

4 Excellent (outstanding) - Consistently exceeds performance expectations

3 Commendable (above average) - Frequently exceeds performance expectations

2 Satisfactory (average) - Meets performance expectations

1 Marginal (below average) - Usually does not meet performance expectations

N/A (not applicable or unobservable)

8. Answers the issues presented and is able to communicate opinions precisely

9. In written communications (including strategic planning documents), has proper organization, clarity, conciseness, precision and grammar

10. In oral communication, has the ability to speak clearly, concisely and persuasively

11. Makes a positive impression on citizens and is respected within Pinellas County

12. Is willing to meet with members of the community and discuss areas of concern

13. Has appropriate visibility in the community

14. Maintains a positive image of Forward Pinellas representing professionalism while enhancing the identity of the organization

15. Comments related to this section:

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Leadership Effectiveness

Performance levels should be based on the following scale:

4 Excellent (outstanding) - Consistently exceeds performance expectations

3 Commendable (above average) - Frequently exceeds performance expectations

2 Satisfactory (average) - Meets performance expectations

1 Marginal (below average) - Usually does not meet performance expectations

N/A (not applicable or unobservable)

16. Works effectively with Forward Pinellas Board Members, agency heads, staff, and the public

17. Is flexible in day-to-day duties

18. Is dependable and volunteers to do more on own initiative

19. Follows up to ensure decisions are implemented

20. Has strong work ethic and desire for professional excellence

21. Demonstrates forward thinking and strategic planning ability

22. Performs executive duties in a timely fashion to permit the Forward Pinellas Board and staff to meet established deadlines

23. Professionally and competently implements Forward Pinellas Board decisions

24. Maintains an organization that is efficient, helpful and courteous to the public and its employees

25. Creates a quality workforce in a positive, supportive organization

26. Demonstrates understanding and maintains compliance with statutory requirements

27. Able to build consensus amongst board members and other key stakeholders

28. Comments related to this section:

Fiscal Management

Performance levels should be based on the following scale:

4 Excellent (outstanding) - Consistently exceeds performance expectations

3 Commendable (above average) - Frequently exceeds performance expectations

2 Satisfactory (average) - Meets performance expectations

1 Marginal (below average) - Usually does not meet performance expectations

N/A (not applicable or unobservable)

29. Prepares a balanced budget to carry out the initiatives and projects at a level intended by the board with consideration for a reasonable planning period

30. Presents the budget and budgetary recommendations in an intelligent and accessible format

31. Expends funds within budgeted amounts and takes appropriate corrective action when unexpected budget issues develop

32. Creates a working environment that encourages responsibility, decision-making, and fiscal accountability within the agency

33. Monitors and manages fiscal activities of the organization appropriately

34. Comments related to this section:

Internal Communications and Reporting

Performance levels should be based on the following scale:

4 Excellent (outstanding) - Consistently exceeds performance expectations

3 Commendable (above average) - Frequently exceeds performance expectations

2 Satisfactory (average) - Meets performance expectations

1 Marginal (below average) - Usually does not meet performance expectations

N/A (not applicable or unobservable)

35. Provides regular information and reports to the board concerning matters of importance
(including potential opportunities and threats facing the organization)

36. Keeps the Forward Pinellas Board and staff apprised of administrative decisions affecting the agency and
its environment

37. Helps the board understand policy and legislative initiatives and their impacts to the agency's work
programs

38. Disseminates complete and accurate information equally to all members in a timely manner

39. Responds in a timely manner to requests from the board for information or special reports

40. Takes the initiative to provide information, advice, and recommendations to the board on matters that are
non-routine and not administrative in nature

41. Produces reports that are accurate and comprehensive

42. Comments related to this section:



Narrative Evaluation

43. What would you identify as the Executive Director's greatest strength(s), expressed in terms of the principal accomplishments during this rating period?

44. What constructive suggestions or recommendations can you offer the Executive Director to enhance performance?

45. Overall, how do you feel about the performance of the Executive Director this rating period as compared to the last?

46. What comments do you have for the Executive Director (e.g. priorities, expectations, goals, or objectives) for the next rating period?



**FORWARD
PINELLAS**
Integrating Land Use & Transportation

Forward Pinellas Annual Performance Evaluation for
Whit Blanton, Executive Director

Thank you for providing feedback.

* 47. Please enter your name and the date you completed this evaluation.