



**EXECUTIVE COMMITTEE  
MEETING AGENDA**

**March 4, 2022 – 10:00 a.m.**  
310 Court Street  
2<sup>nd</sup> Floor Conference Room

**THE PLANNING COUNCIL AND METROPOLITAN PLANNING ORGANIZATION FOR PINELLAS COUNTY**

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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.*

## POTENTIAL PROCESS FOR EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW 2022:

<b>Tasks</b>	<b>Time to Completion</b>	<b>Responsible Party</b>
Executive Committee meeting to approve process with any recommendations for changes from previous evaluations and timeline (public meeting)	One Day (March 4, 2022)	Executive Committee
Make any suggested modifications to the staff climate assessment and board surveys (if needed)	One week (Goal: By March 25 <sup>th</sup> )	Tina/Ralph
Send out staff climate assessments via SurveyMonkey	One day (Goal: By March 28 <sup>th</sup> )	Tina/Ralph
Complete staff climate assessments	One Week (Goal: By April 4 <sup>th</sup> )	Staff Members
Work with HR to compile staff assessment data	Two Weeks (Goal: By April 18 <sup>th</sup> )	Tina/Ralph
Send board evaluations out via SurveyMonkey to board members (with results of staff climate assessment)	One Day (Goal: April 19 <sup>th</sup> )	Tina/Ralph
Board evaluations completed	Two Weeks (Goal: By May 3 <sup>rd</sup> )	Board Members
Work with HR to compile board survey results	Two Weeks (Goal: May 3 <sup>rd</sup> )	Tina/Ralph
Whit meet with Executive Committee for results and recommendations (public meeting)	One Day (May 2022 – suggest before regular board meeting on May 11 <sup>th</sup> )	Executive Committee
Executive Committee announce results and make recommendation to the full board	One Day (June 8, 2022 board meeting)	Forward Pinellas Board

Both the staff climate assessment and the board member evaluations will be completed in SurveyMonkey again this year. The staff climate assessment questions from 2020 and board survey questions from 2021 are attached for modifying as deemed appropriate.



## **Employee Climate Assessment**

**Your feedback is essential for a continuous focus on improvement within the department. It allows the organization to focus on where the needs are and leverage its strengths. Please answer all of the following questions to the best of your ability. Your identity will remain anonymous. The aggregate answers will be summarized and presented to the Forward Pinellas Board.**



## Forward Pinellas Leadership

On a scale from 1 to 4, please rate your Executive Director on the following (select one for each):

**1. Encourages teamwork, innovation, and effective problem solving among the staff members.**

**2. Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the executive level.**

**3. Communicates effectively and efficiently so that all staff are clear on initiatives and directives.**

**4. Is responsive to issues and follows through.**

**5. What is working well for the leadership at Forward Pinellas and what could be improved?**



## Forward Pinellas Organization

**6. What do you consider to be the strengths and positive aspects in the department?**

**7. In your opinion, what needs to improve in the department?**

**8. What do you think might get in the way of making these improvements?**

**9. What talents, resources, or opportunities could we draw from to make those improvements?**

**10. What do you feel strongly about that should not be changed about how things work in the department?**

**11. Is there anything else you would like to share for the good of Forward Pinellas?**



**Thank you for taking the time to complete this survey!**



**Evaluation Period: July 1, 2020 through June 30, 2021**

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 between the two.

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 Executive Director's 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 each evaluator.

**Please complete this evaluation survey by April 12.**

In order to comply with Florida's 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:**



## 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?**



**Thank you for providing feedback.**

**47. Please type your name to serve as your digital signature showing who completed this evaluation.**

Name

**48. Please enter today's date.**

Date Evaluation Submitted

Date