

AGENDA
PERFORMANCE AND ENGAGEMENT COMMITTEE
WEDNESDAY, NOVEMBER 6, 2019
DOUGLAS FIR CONFERENCE ROOM
1001 17th Street, 1st Floor
→ 5:30 p.m. **←

1. Call to Order

CONSENT AGENDA

2. Move to Adopt the Consent Agenda
 - October 16, 2019 meeting summary
(Attachment A)
3. EXECUTIVE SESSION Pursuant to C.R.S. 24-6-402(4)(f) – Executive Director Performance Evaluation

ACTION ITEMS

4. Discussion of Executive Director contract modifications
5. Discussion/Direction – Executive Director Performance Goals
(Attachment B) Jerry Stigall, Director of Organizational Development

ADMINISTRATIVE ITEMS

6. Report of the Chair
7. Report of the Executive Director
8. Other Matters by Members
9. **Next Meeting – December 4, 2019**
10. Adjourn

****The start time for this meeting is approximate. The meeting will begin
at the conclusion of the prior Board Work Session**

Persons in need of auxiliary aids or services, such as interpretation services or assisted listening devices, are asked to contact DRCOG at least 48 hours in advance of the meeting by calling (303) 480-6701.



SUMMARY
PERFORMANCE AND ENGAGEMENT COMMITTEE
Wednesday, October 16, 2019

Members Present:

Ashley Stolzmann, Chair	Louisville
Eva Henry	Adams County
Bob Fifer	Arvada
Aaron Brockett	Boulder
David Beacom	Broomfield
George Teal	Castle Rock
Nicholas Williams	Denver
Steve Conklin	Edgewater
John Diak	Parker

Others present: Doug Rex, Executive Director, and DRCOG staff.

Chair Stolzmann called the meeting to order at 5:15 p.m. with a quorum present.

Move to adopt the consent agenda

Director Henry **moved** to adopt the consent agenda. The motion was **seconded** and **passed** unanimously.

Items on the consent agenda included:

- Summary of the August 21, 2019 Performance and Engagement Committee meeting.

Select member to the Nominating Committee

Director Teal was appointed to the Nominating Committee by acclamation.

Executive Session

Members went into Executive Session at 5:22 p.m. Members returned to open session at 6:07 p.m.

Discussion/Direction/Action – Executive Director Performance Evaluation

Director Stolzmann and others listed the Executive Director's accomplishments during the prior year. A discussion of compensation will occur at the next meeting.

Report of the Chair

No report was provided

Report of the Executive Director

No report was provided.

Other Matters by Members

No other matters were discussed.

Next Meeting – November 6, 2019

The meeting adjourned at 6:15 p.m.

ATTACH B

To: Chair and Members of the Performance & Engagement Committee

From: Douglas W. Rex, Executive Director 303-480-6747 or drex@drcog.org

Meeting Date	Agenda Category	Agenda Item #
November 6, 2019	Action	5

SUBJECT

This item is related to the DRCOG Executive Director 2019-2020 annual performance objectives.

PROPOSED ACTION/RECOMMENDATIONS

N/A

ACTION BY OTHERS

N/A

SUMMARY

DRCOG staff requests a review of the Executive Director's 2018-2019 annual performance objectives and direction for establishing the Executive Director's 2019-2020 annual performance objectives. The performance objectives are the basis for the Executive Director's annual evaluation.

PREVIOUS DISCUSSIONS/ACTIONS

The Performance & Engagement Committee approved the Executive Director's performance objectives for the 2018-19 performance period, October-September of each year.

PROPOSED MOTION

N/A

ATTACHMENT

DRCOG Executive Director's 2018-19 scorecard with annual performance objectives

ADDITIONAL INFORMATION

If you have questions about the Executive Director Annual Evaluation, please contact Ashley Stolzmann, Chair of the Performance and Engagement Committee at ashleys@louisvilleco.gov or Jerry Stigall at jstigall@drcog.org or 303-480-6780.

Scorecard

Executive Director
Scorecard

Description

This is the DRCOG Executive Director/ Office Scorecard top level view. It includes operational aspects of the Executive Office and performance objectives for DRCOG's Executive Director.

Weight

100%

Perspective

Board Directors &
Communities

Description

This perspective is focused on Board directors and their communities as it relates to DRCOG's Executive Director's role in working with directors and their communities.

Weight

25%

Objective

Improve
Regional
Collaboration
of the DRCOG
Board

Description**Weight**

100%

Measure

Members scale score

Description

Source: Board Collaboration Assessment. The score for this measure comes from the Members section of the assessment.

Measure Frequency

Yearly

Weight 33.33%

Red 2.7

Goal 3.2

Measure

Community Involvement & Collaboration scale score

Description

Source: Board Collaboration Assessment. The score for this measure comes from the Community Involvement & Collaboration section of the assessment.

Measure Frequency

Yearly

Weight 33.33%

Red 2.7

Goal 3.2

Measure

TIP Dual Model post-process rating

Description

This is a new section added in March of 2019 to the annual Board Collaboration Assessment and relates to the change in the Transportation Improvement Program (TIP) allocation process change to sub-regional forums. This is a roll up measure that averages four separate scores from this section of the assessment.

Measure Frequency

Yearly

Weight 33.33%

		<p>Red 2.7</p> <p>Goal 3.2</p>
<p>Perspective</p> <p>Financial Stewardship</p> <p>Description</p> <p>Weight</p> <p>25%</p>	<p>Objective</p> <p>Increase and Diversify Funding</p> <p>Description</p> <p>Weight</p> <p>50%</p>	<p>Measure</p> <p>Change in Operating Budget</p> <p>Description</p> <p>This measure reports the percent change in DRCOG's operating budget year to year, beginning in 2017.</p> <p>Measure Frequency</p> <p>Yearly</p> <p>Weight 100%</p> <p>Red 1.5%</p> <p>Goal 3%</p>
	<p>Objective</p> <p>Comply with Executive Policies</p> <p>Description</p> <p>Executive Policies for this objective include; 3.0-6.0 (financial policies) and 7.0 (Immediate Succession)</p> <p>Weight</p> <p>50%</p>	<p>Measure</p> <p>Financial Executive Policy Compliance score</p> <p>Description</p> <p>This measure reports the average scores for Financial Executive Policies, 3.0 - 6.0. The maximum score indicating compliance is 3. The minimum score indicating out of compliance is 1.</p> <p>Measure Frequency</p> <p>Yearly</p> <p>Weight 33.33%</p> <p>Worst 1</p> <p>Red 2</p> <p>Goal 2.75</p> <p>Best 3</p>
		<p>Measure</p> <p>Successful Audit</p> <p>Description</p> <p>This measure reports the result of annual independent audit as a Yes (successful) or No (unsuccessful). Relevant findings will be reported for all audits regardless of outcome.</p> <p>Measure Frequency</p> <p>Yearly</p>

		<p>Weight 33.33%</p> <p>Measure 7.0 IMMEDIATE SUCCESSION</p> <p>Description 7.1 To protect the Board from sudden loss of Executive Director services, the Executive Director shall have at least one other member of the management team familiar with Board and DRCOG issues and processes.</p> <p>Measure Frequency Yearly</p> <p>Weight 33.33%</p>
<p>Perspective Business Operations</p> <p>Description</p> <p>Weight 25%</p>	<p>Objective Enhance Strategic Partnerships</p> <p>Description</p> <p>Weight 50%</p>	<p>Measure Partner strategy meetings</p> <p>Description This quarterly measure reports the number of partner strategy meetings attended by DRCOG's Executive Director, i.e. CDOT, RTD, NFrontRange.</p> <p>Measure Frequency Quarterly</p> <p>Weight 50%</p> <p>Red 3</p> <p>Goal 5</p> <p>Measure Feedback Score from Partner Peers-Associates</p> <p>Description The score for this measure comes from phone interviews conducted by Performance & Engagement Board Directors using a 12 question format and the same 5-point scale used in the Board Director evaluation instrument.</p> <p>Measure Frequency Yearly</p> <p>Weight 50%</p> <p>Red 3.2</p> <p>Goal 4.2</p>

Objective

Improve
Outreach to
DRCOG
Member
Governments

Description**Weight**

50%

Measure

1 on 1s with Board directors

Description

This measure reports the number of monthly one on one meetings the Executive Director has with Board Directors.

Measure Frequency

Quarterly

Weight 50%

Red 2

Goal 3

Measure

DRCOG staff interactions with member jurisdictions

Description

This measure reports the number of interactions DRCOG staff has with member jurisdictions providing products and services supporting member staff responsibilities. To date, the collection method and criteria for this measure has not been finalized.

Measure Frequency

Quarterly

Weight 0%

No Threshold established

Measure

Value of services composite score

Description

This measure reports a combined score of several items from the DRCOG Member Satisfaction survey to be sent to member jurisdiction managers, staff, etc. To date, the survey is being finalized and the anticipated time for administering the survey is year end 2019.

Measure Frequency

Yearly

Weight 0%

Red 2.7

Goal 3.2

		<p>Measure</p> <p>Membership Value Score</p> <p>Description Source: DRCOG Board Collaboration Assessment and scored on a 4-point scale.</p> <p>Measure Frequency Yearly</p> <p>Weight 50%</p> <p>Red 2.7</p> <p>Goal 3.2</p>
<p>Perspective Skilled Workforce</p> <p>Description</p> <p>Weight 25%</p>	<p>Objective Maintain Employee Culture</p> <p>Description</p> <p>Weight 100%</p>	<p>Measure</p> <p>Executive Director section score</p> <p>Description Source: Employee Engagement & Satisfaction survey scored on a 4-point scale.</p> <p>Measure Frequency Yearly</p> <p>Weight 25%</p> <p>Red 2.7</p> <p>Goal 3.2</p>
		<p>Measure</p> <p>Leadership composite</p> <p>Description This score comes from the roll up of the Division Director scale in the employee engagement and satisfaction survey scored on a 4-point scale.</p> <p>Measure Frequency Yearly</p> <p>Weight 25%</p> <p>Red 2.7</p> <p>Goal 3.2</p>

		<div>Measure</div> <div>Management Composite</div> <div>Source: Employee Engagement & Satisfaction survey - Supervisor scale roll up scored on a 4-point scale.</div> <div>Measure Frequency</div> <div>Yearly</div> <div>Weight 25%</div> <div>Red 2.7</div> <div>Goal 3.2</div>
		<div>Measure</div> <div>Employee satisfaction section score</div> <div>Description</div> <div>Source: Employee Engagement & Satisfaction survey scored on a 4-point scale.</div> <div>Measure Frequency</div> <div>Yearly</div> <div>Weight 25%</div> <div>Red 2.7</div> <div>Goal 3.2</div>