

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: General Manger Performance Review Process

Purpose	Information: X Guidance: Decision:
Objective	Review process and timeline for General Manager's Performance Review.
Last Action	The Board President discussed the upcoming process and timeline for reviewing the performance of the General Manager (GM). He indicated that he would like to complete the performance review in October to allow current Directors an opportunity to participate in the process before the November elections. This will allow for a more timely and accurate review.
Discussion	<p>Directors have been provided a copy of "<i>Individual Member GM Review</i>" doc. The Board President has asked that Directors complete the form after the Sept. 27, 2012 Board Meeting. Staff will provide any and all financial performance information available and pertinent to the evaluation process. FY 2012 year end close out does not occur until mid-November but staff will try to provide the most up to date financials with any observable trends or top line variances by early October. The GM has also completed his self-evaluation based on Goals from 2012 and will provide it at the meeting or shortly thereafter. The proposed GM evaluation timeline is proposed to proceed as follows:</p> <p>Thursday, Sept. 27, 2012 – Board President will review evaluation process. Staff will provide latest financial data and GM Self Evaluation.</p> <p>Wednesday, Oct. 10, 2012 – Staff will make an effort to provide any updated financial information, observable trends and top line variances. As this is well before the fiscal year closes, it may not be a complete picture. Staff should have August financials complete and will be able to identify any trends or variances.</p> <p>Tuesday, Oct. 16, 2012 – Provide individual Director review of GM to Board President. Board President will compile and prepare final review and evaluation for the Oct. 25, 2012 Board Meeting.</p>
Fiscal Impact	Board of Directors will use GM evaluation process to consider any changes to compensation package for General Manager. Any amendments to General Manager compensation will be conducted in open session.
Communication Strategy	Reviewing the General Manger evaluation process in open session gives the public an opportunity to comment on the process and timeline, and provide an opportunity to lend comment to Directors on GM performance before the evaluation process is complete.

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While the GM evaluation will be conducted in closed session on Oct. 25, 2012, any changes or modifications to compensation will be conducted in open session.

Attachments

Individual Member GM Review Form