

## 2007-2008 Board Self-Assessment

### **Responsibility 6: Select & Support Chief Executive & Review Performance** **Board Survey Feedback:**

#### Not Sure

- 6.1 Written job description defines responsibilities of chief executive – 1/11
- 6.2 Board assesses chief executive's performance regularly - 1/11
- 6.3 Process for determining compensation for chief executive is objective & adequate -1/11
- 6.4 Board conducted last search for chief executive in professional, competitive manner – 1/11

#### Not Applicable

- 6.4 Board conducted its last search for chief executive in professional, competitive manner – 6/11

#### Comments

- We need to do a market study for the E.D.'s salary
- No improvement needed
- Our Chief Exec is absolutely the best!! Thank you so much Jerralynn for all that you do!

**Response to section 6: The board is in the process of evaluating the Executive Director's performance. These issues can be addressed with the board as part of this presentation.**

#### **Agency Response:**

1. Attached is a copy of the Executive Director's job description. The organization has always had a job description for this position. It was last updated in 2000. It will be reviewed this year in preparation for the agency's wage comparability study. In addition, the board has had a contract with the Executive Director since 1998, which is also attached.
2. Annually the board has conducted a review of the Executive Director's performance. This review is led by the Board Chair and is acted upon by the full board. Attached is a copy of the Evaluation Process which the board revised in October 2007.
3. In 1998 the board performed a wage comparability study on the Executive Director's salary finding that it had lagged behind market by 30%. An adjustment was made to bring the salary up to market, which was \$85,000, and a contract was established to professionalize the relationship between the Board and the Executive Director. The contract states: "CAO agrees to pay employee a monthly salary as specified in

Schedule A hereto, payable in accordance with CAO's payroll procedures for executive employees. Employee shall receive percentage salary increases granted to all CAO employees. The Board shall review the employee's performance on an annual basis at the end of the fiscal year. At the Board's discretion, salary increases will be given following completion of a performance evaluation and approval of the Board."

The Executive Director has annually received the COLA, or general increase, provided to all agency staff in good standing. This has averaged about 2% annually since 1999 which has brought the salary level to \$104,785 for fiscal year 2007-2008. In 2002, the Board provided the Executive Director with a \$3000 bonus for achieving her national Community Action Professional Certification. (In FY 2006-2007 the Board approved a 1% pool to be used for merit increases for high performing employees. A small group received increases ranging from 2-12% or so. The Executive Director was not part of this group.)

Last year the board requested that a wage comparability study be performed on the Executive Director's position. The agency has performed wage comparability studies every two to three years but the Executive Director's position has not been included. It will be included in a study that will occur this spring.

4. The Board of Directors last recruited an Executive Director in 1984. An open recruitment process was used. The board was presented with two finalists, an external and an internal candidate. They selected the current Executive Director, Jerralynn Ness, who was the internal candidate. The agency will be developing a succession plan for leadership development within the agency and to be positioned for leadership transitions. During the plan development process, the board will participate in the succession plan for the Executive Director.