

South Bay Cities Council of Governments

January 27, 2022

TO: SBCCOG Board of Directors

FROM: SBCCOG Management Services Evaluation Subcommittee – John Cruikshank, Bernadette Suarez, and Olivia Valentine

SUBJECT: Management Staff Services Contract

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

The SBCCOG's contract with Jacki Bacharach and Associates is scheduled to end on June 30, 2022. This contract provides for some of the SBCCOG's staff and management of the employees at the South Bay Environmental Services Center. Because it is imperative that the SBCCOG have continuous staffing, the Steering Committee discussed the process for moving forward.

A Management Services Evaluation Subcommittee was formed, and they are recommending that the first step would be a performance evaluation that will be sent out to all Board members to elicit a response from every member city. Depending on the responses, renewal of the current contract for management services will be decided.

Tonight, we are asking the Board to approve these review methodologies:

- Send Performance Evaluation form to each member City to have their representative fill out and return within one week
- Completed forms shall be returned to the SBCCOG's legal counsel
- Legal counsel shall compile the votes and comments onto one document
- The final, compiled review document will be presented to the Executive Director
- The Executive Director will perform her own self-evaluation along with providing written comments to the Board's review. The Executive Director's evaluation document shall be distributed out to all Board members who provided a review
- A closed-door evaluation meeting shall be conducted and led by the SBCCOG Chair allowing each Board member time to make comments and the Executive Director to provide comments and responses during this discussion
- Upon completion of the evaluation meeting, the final Performance Evaluation document will be signed by the Executive Director and presiding Chair then presented to legal counsel for record retention.

RECOMMENDATION

- Approve the process as suggested by the subcommittee
- Commit to filling out the performance evaluation for Jacki Bacharach and Associates by February 15