



MEMORANDUM

Program Area	Mission Statement
MPO/RTPO	
X Core Services	
Contract Services	
Grant Services	

MEMBERS:

- City of Lacey
- City of Olympia
- City of Rainier
- City of Tenino
- City of Tumwater
- City of Yelm
- Confederated Tribes of the Chehalis Reservation
- Nisqually Indian Tribe
- Town of Bucoda
- Thurston County
- North Thurston Public Schools
- Olympia School District
- Tumwater School District
- Intercity Transit
- LOTT Clean Water Alliance
- Port of Olympia
- PUD No. 1 of Thurston County

TO: Thurston Regional Planning Council

FROM: Nathaniel Jones, Chair

DATE: November 26, 2019

SUBJECT: Appointment of the Executive Director Evaluation Subcommittee

PURPOSE

This agenda item will provide the Thurston Regional Planning Council (TRPC) Chair an opportunity to appoint four to five Council Members to serve on the Executive Director Evaluation Subcommittee.

Summary:

- The Council adopted policies and procedures for an annual review and evaluation of the Executive Director's position. This evaluation process is based on a merit pay system and requires that a subcommittee undertake an evaluation of the Director and make a recommendation to the full Council. The Council reviewed and made slight changes to the evaluation process in 2017.
- For the annual evaluation, the Executive Director Evaluation Subcommittee will establish performance milestones and develop evaluation recommendations to be presented to the Council.
- The four steps to the annual appraisal process are as follows:
 - At the beginning of the evaluation period, the subcommittee establishes the goals and initiatives for the Executive Director to accomplish.
 - TRPC members and staff are given the opportunity to provide comments on the Executive Director's past year's performance.
 - The subcommittee reviews TRPC and staff comments and evaluates that year's set of initiatives with the Executive Director.
- After review of this additional information and subcommittee evaluation, the subcommittee makes merit recommendations to the full Council for review and consideration.

REQUESTED ACTION:

The TRPC Chair will appoint four to five members to serve on the Executive Director's Evaluation Subcommittee. The subcommittee will meet approximately two times between January and the March Council meeting.

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