

**From:** [Rieger, Steve](#)  
**To:** [Mahoney, Lucinda](#); [Richards, Craig](#); [Rodell, Angela](#); [Brown, Chad](#)  
**Subject:** Executive Director Performance Review  
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I hope everyone is doing well.

The annual performance review process for the Executive Director is ready to get going. At the end of last week I chose Vicki Graham as the consultant to assist in the process. Her plan for her first step will be to talk by phone individually to the three members of the Governance Committee, plus Chad Brown and Angela Rodell, to get a better feel for issues and priorities as well as to get a picture of what the process has been in prior years. I've asked Chad to assist in coordinating times for each phone call.

Following that, Ms. Graham plans to design a questionnaire to be circulated to the six trustees, plus a questionnaire to be circulated to top staff and possibly also to a sample of others in the organization. She will receive the responses confidentially, and anonymize the feedback.

In the time between the receipt of the feedback and the December Board meeting, Ms. Graham will provide a summary of all the feedback to Angela Rodell, and Angela will have an opportunity to prepare a response and possibly a self-evaluation as well.

At the December Board meeting the Governance Committee will have an executive session with all six trustees present, where I anticipate we will first meet without Angela to review the feedback and response, and then we will meet with Angela. Unless something unexpected comes up, I don't anticipate that we will need to have a separate Governance Committee meeting prior to the executive session at the December Board meeting.

