

CONDUCTING AN ANNUAL DAA CEO EVALUATION

The annual CEO evaluation shall be conducted annually in alignment with the local DAA policy.

Step 1: Schedule an Evaluation

- The Board Chair and/or Vice Chair shall notify the CEO, no later than September, of their intent to add to the October Board Meeting, a line item to conduct the Annual Evaluation of the CEO, utilizing the CDFA form, SO-148
- For budgetary purposes, the board should modify the DAAs policies to reflect that annual evaluations of the CEO shall be scheduled in the fall, to enable the draft budget for the following year to incorporate and reflect the

Step 2: Board Chair will present to the Board of Directors a list of objectives and the CDFA CEO Evaluation Form – SO- 148

- During an agendized session, per Bagley-Keene, the Board Chair and/or Vice Chair will present to the Board of Directors a proposed list of management goals and/or the CEO's duty statement at the board meeting.
- DAA Policy establishes whether this discussion of how best to conduct the CEO evaluation, per DAA policy, during open or closed session.
 - The board may meet in closed session to review the CEO evaluation process.
- Required Evaluation Form – [SO-148](#)

Step 3: Board of Directors Fill out Evaluation

- The SO-148 is a template for the DAA boards to utilize when conducting the annual CEO Evaluation.
- Below are a few proposed ways to ensure that each board member receives a copy of the SO-148 prior to the board meeting where the board will be deliberating on the conclusion of each individual evaluation.
 - The evaluations ([SO-148](#)) can be passed out at the board meeting (open or closed session), emailed, or mailed to each board member.
 - The completed evaluations can be emailed, mailed directly to the board chair's house, or brought to the next board meeting and provided to the board chair.
 - It is suggested that the Board Chair provide a two week turn around for each director to fill out the evaluation form and bring to the next board meeting to discuss in closed session.

Step 4: Board Chair requests Evaluation to be Agendized

- The Board Chair will reach out to the CEO and confirm, in writing prior to the agenda being posted (12 days prior to the next board meeting date) if the CEO would like the evaluation results to be discussed in open or closed session.
- The CEO has the option to choose whether the evaluation will be scheduled and discussed in open or closed session.

There are three (3) options when conducting the evaluation.

1. The Board Chair and/or Executive Committee meet with the CEO to go over the evaluations individually. At the next board meeting, the Board Chair and/or Executive Committee updates the board in closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
 2. An ad-hoc committee meets with the CEO to discuss the evaluations individually. At the next board meeting, the Ad-Hoc committee will update the board in an open or closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
 3. The Board reviews the evaluation during an agendized closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
- If the board is considering adverse action, please contact, prior to contacting the CEO, or scheduling a board meeting, CDFA HR at 916-654-0790 and request your DAAs Classification Analyst.
 - If the board is considering a salary increase, please follow the CEO Salary Increase procedures (See Attached).

Step 5: CEO Receives completed evaluations

- Once the evaluation is presented and discussed with the CEO, the CEO and the Board Chair need to sign the completed evaluation.
- If the CEO does not concur with the evaluation, the CEO has the option not to sign the final evaluation and provide a written response to the board which will be attached to the final evaluations (9 evaluations in total) and maintained in the official Personnel File (OPF) at CDFA HR, 1220 N Street, Room 242, Sacramento, CA 95814.

Step 6: Copies of Evaluations Should be Retained

- The CEO will retain a copy of the evaluations for their records.
 - The Board Chair will retain a copy in the CEO's OPF at CDFA HR.
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SAMPLE AGENDA

Below is a sample of how to agendize the CEO Evaluations and pay increases for when the board discusses, and when the board deliberates with the CEO.

CLOSED SESSION: (Adjourn into Closed Session) The Board is authorized to meet in Closed Session for considering:

- a. Personnel Matters: (Gov Code 11126 (a) Annual CEO Evaluation)

OPEN SESSION: (Reconvene into Open Session)

- a. Disclosure of any action taken place during the Closed Session Meeting.