

St. Clair County Community Mental Health
CEO Assessment Timeline - 2023

November 14, 2023 Board Meeting:

- CEO provides self-evaluation to the board.
- CEO Assessment form provided to the board with direction to complete and return to Executive Assistant by November 27, 2023.

November 28, 2023:

- Executive Assistant compiles aggregate report of assessment feedback and forwards to Personnel Committee to review.

November 29 – December 8, 2023:

- Personnel Committee meets and discusses assessment results. Schedules meeting to review with CEO.

December 12, 2023 Board Meeting:

- CEO Assessment overview is presented to the board with recommendations for CEO's salary increase and potential bonus compensation amount.

****Note**** This could be put into a “Board Policy Format” if desired.



**St. Clair County
Community Mental Health**
*Promoting Discovery & Recovery Opportunities
for Healthy Minds & Bodies*

CEO Annual Assessment Process

The SCCCMH Board of Directors is responsible for conducting the CEO assessment and regularly reviewing the process to ensure it contributes to the achievement of the organization’s mission, vision, values and goals. The Board of Directors’ Personnel Committee is responsible for the annual assessment of the CEO. The purpose of the CEO assessment is to provide timely, clear and focused input to the CEO about how well he or she is performing in the key performance areas identified as most critical by the Board of Directors in achieving the Organization’s strategic objectives.

The Board of Directors assesses the CEO using a process established by the Board, with methods agreed to by the CEO. The criteria used to evaluate the CEO and determine salary increases should be based on a variety of factors that support the organization’s mission, vision and goals.

The assessment form provides a framework for assessing the CEO’s performance as described in the CEO position description, and for assessing the CEO’s salary increase and potential bonus compensation amount.

Steps in the CEO Annual Assessment

1. CEO Self-Assessment. The Board of Directors’ Executive Committee develops the timeline for completion of the annual assessment based on the start date of CEO employment. The CEO will complete a self-assessment of performance based on the CEO Annual Performance Assessment Survey. *The completed self-assessment is submitted to the Executive Assistant by the November Board Meeting.*
2. Board Assessment. A copy of the completed CEO Self-Assessment and the CEO Annual Assessment form will be distributed to all Board members, with clear instructions about how to consider the criteria in forming a rating of performance and the importance of providing comments where necessary. The assessment will be distributed by the Executive Assistant. *The completed Board of Directors CEO Assessments are submitted to the Executive Assistant by assigned date.*
3. Compilation Report. The Executive Assistant will compile Board of Directors assessments to produce a summary report of the overall performance rating on each item in each area, the CEO’s self-rating, and a summary of comments made by both Board members and the CEO. The report will be distributed to the Personnel Committee for review.
4. Personnel Committee Review. The Personnel Committee will review the compilation report, review and prioritize CEO feedback, and recommend salary increase and bonus compensation up to 3% based on the final CEO assessment report.

Developed: 06/13/2023

Reviewed and approved by the SCCCMH Board of Directors: _____

****Note**** This could be put into a “Board Policy Format” if desired.

5. Improvement Feedback to the CEO. The Board Chair along with the Personnel Committee Members (if available) will meet individually with the CEO to discuss the assessment results. This session should provide performance improvement feedback to the CEO, and stimulate a productive, two-way dialogue with the CEO that includes his or her responses to the assessment, personal commitments to leadership improvement, bonus compensation recommendations and preliminary identification of CEO Bonus Performance Objectives for the coming year.
6. Personnel Committee Recommendation to the Board of Directors. The Board Chair will incorporate modifications requested by the CEO for the Personnel Committee’s review and recommendation to the Board of Directors regarding the bonus compensation and CEO Bonus Performance Objectives for the coming year.
7. Board of Directors Approval of CEO Bonus Compensation and CEO Bonus Performance Objectives

Categories for annual increase to compensation will include the following categories.

- Annual increase: The CEO will receive the same % of an annual increase that all employees receive.
 - Performance Based Compensation: The CEO may receive an increase up to 3% at the discretion of the Board of Directors. The Board will review annually, taking into consideration economic factors, performance metrics and special circumstances. This is based on the CEO’s performance assessment.
8. The Board of Directors will approve the Personnel Committee’s recommendations at the December Board of Directors meeting.

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Developed: 06/13/2023

Reviewed and approved by the SCCCMH Board of Directors: _____

CEO Competencies listed under areas to be evaluated:

Exceeds Expectations (EE) – CEO Meets and Exceeds Stated Competencies.

Meets Expectations (ME) – CEO Meets Stated Competencies.

Needs Improvement (NI) – CEO Does Not Meet Stated Competencies.

Q1 Commitment to Mission: Effectiveness as a champion of quality care for all individuals receiving service.

Exceeds Expectations

- Implements the Mission of the Organization consistent with the long term vision and values as established / approved by the SCCCMH Board of Directors.
- Promotes services and programs to community, parents, guardians, and recipients.
- Support programs that identify and reward staff for exceptional job performance.
- Support the Office of Recipient Rights to ensure individual rights of all recipients are provided.

Q2 Leadership: Effectiveness of leadership as evidenced at Board Meetings And Public Events

Exceeds Expectations

- Communication will be timely, complete and transparent. Provide meeting and agenda support, offer options and / or recommendations that have evidentiary support.
- Actively encourages Board development by seeking and communicating opportunities. Funding is aligned to Board development plan.
- Actively acknowledges priorities of the Board.
- Provides Board with agency updates, upcoming events, and other important information on a regular basis.
- Learn about and provide education to self and Board related to “anything new” e.g. policy, practice, legislation.

Q3 Fiscal Management: Effectiveness with regard to budget oversight and fiscal compliance.

Exceeds Expectations

- Ensure the financial stability of the Agency and report budgetary and financial information to the Board that includes a process for monitoring and reporting all budgetary and financial information.
- Report on distribution of resources and an explanation for the decisions.
- Supports appropriate financial controls, including third party audits and reconciliation of accounts.

Q4 Community and Public Relations: Effectiveness representing the Agency at local and state level organizations, associations, and events:

Exceeds Expectations

- Represents the agency at public events in a professional manner, organized and well spoken.
- Develop and implement a plan that includes, engaging the media, visibility at community events, and reports of positive interaction / relationships.

Q5 Planning: Effectiveness in developing plans for the growth and/or Improvement of the agency and agency programs

Exceeds Expectations

- Determine needs and priorities of the Agency, using a variety of methods. (Agency goal status, review of various reports, surveys, input from staff, Advisory Council, and individuals and families served)
- Research, develop and promote new programs and initiatives to meet the needs of those served.
- Develop a Strategic Plan (3 – 5 years) for programs, staff and facilities and provide updates to the Board at frequency requested by the Board.
- Review organizational structure and capacity that include a succession plan.
- Delegate responsibilities to staff to foster professional growth, leadership and decision-making skills.
- Ensure the facilities' management plan I updated an includes replacement schedules.
- Research and provide training to agency staff on best practice programs.

Q6 Accountability: Effectiveness with regard to identifying and responding to board and organizational priorities.

Exceeds Expectations

- Has a system in place for receiving and responding to Board Member questions in a timely and thorough manner.
- Has established mutually agreed upon protocols with the Board regarding communication. Executes those protocols consistently.

Q7 Staff Relations: Effectiveness in building positive relationships with agency staff.

Exceeds Expectations

- Actively seeks staff input and creates methods for staff to be involved in decision making as well as developing and supporting goals.
- Receptive to the opinions, thoughts, or feelings of staff members.
- Conducts regular and purposeful visits to buildings and programs.
- Develops and implements a staff communication plan that fosters positive relationships, keeps staff informed and provides opportunities for growth.
- A system is in place for handling personnel matters that is proactive, consistent, fair, discrete, and impartial.
- Performance Evaluation System has been established, provides opportunity for growth, and is applied consistently across the agency with consistent results.
- A formal recruitment and hiring process is followed for each hiring opportunity. Actively recruits the best staff available.
- Proactively works with union leadership to build relationships with staff groups and establishes trust and effect sharing of information in the bargaining process as appropriate.

Debra Johnson 2023 Assessment – Board Member Feedback

Chief Executive Officer Evaluation

Instructions: Please rate the CEO's job performance with regard to the evaluation areas appearing below. A definition of the categories is provided.

Exceeds Expectations: Performance frequently exceeds expectations.

Meets Expectations: Performance is consistent, fully acceptable at the expected level.

Needs Improvement: Performance seldom exceeds acceptable levels (specific areas for improvement should be noted).

* 1. **Commitment to Mission**

Effectiveness as a champion of quality care for all individuals receiving services.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

* 2. **Leadership**

Effectiveness of leadership as evidenced at Board Meetings and Public Events.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

* 3. **Fiscal Management**

Effectiveness with regard to budget oversight and fiscal compliance.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

*** 4. Community and Public Relations**

Effectiveness representing the Agency at local and state level organizations, associations and events.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

*** 5. Planning**

Effectiveness in developing plans for the growth and/or improvement of the agency and agency programs.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

*** 6. Accountability**

Effectiveness with regard to identifying and responding to board and organizational priorities.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

7. Staff Relations: Effectiveness in building positive relationships with agency staff.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments:

8. Any additional comments:

9. Evaluation Process: Is this an effective evaluation tool?

Yes

No

If no, suggested changes:

10. Name (optional):

11. Date:

Date / Time

Date

