

1 [Annual Performance Evaluation Process - Clerk of the Board of Supervisors]

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3 **Motion establishing a process for annual evaluation of the performance of the Clerk of**
4 **the Board of Supervisors.**

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6 WHEREAS, The Clerk of the Board of Supervisors (“Clerk of the Board”) is appointed
7 by the Board of Supervisors (“Board”), and is responsible for maintaining the office and
8 records of the Board and its committees, keeping a public record of the proceedings of the
9 Board, publishing ordinances, resolutions and other matters acted on by the Board, and such
10 other duties and responsibilities as the Board may prescribe; and

11 WHEREAS, The Office of the Clerk of the Board oversees and manages the
12 administrative and operational demands of the Board of Supervisors, and plays an essential
13 role in ensuring public access to open meetings and records; and

14 WHEREAS, The Board is committed to ensuring the effective administration of the
15 Office of the Clerk of the Board by, among other things, conducting a periodic, confidential
16 performance evaluation of the Clerk of the Board; and

17 WHEREAS, Pursuant to Rule 4.24.4 of the Board’s Rules of Order, the Board may
18 meet in closed session to evaluate the performance the Clerk of the Board; and

19 WHEREAS, The President has prepared a Performance Evaluation Tool, in
20 consultation with the Clerk of the Board and the Department of Human Resources, a copy of
21 which is on file with the Clerk of the Board in File No. 201303; now, therefore, be it

22 MOVED, That Board of Supervisors shall conduct an annual performance evaluation of
23 the Clerk of the Board; and, be it

24 FURTHER MOVED, That the annual performance evaluation of the Clerk of the Board
25 shall be directed by the President, and shall involve: establishing performance goals; soliciting

1 the input of members of the Board of Supervisors; and evaluating success in meeting
2 performance goals; and, be it

3 FURTHER MOVED, That the Board approves for use the Performance Evaluation
4 Tool, which may be updated and/or revised by the President in future years to reflect new
5 departmental goals and/or metrics.

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