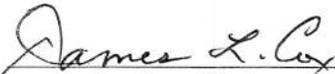


**GOVERNING BOARD POLICY**  
*Mojave Desert Air Quality Management District*

Policy No: 04-02  
Amended April 24, 2017

  
James L. Cox, Chair

  
Brad Poiriez, Executive Director/APCO

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**SUBJECT: ANNUAL EVALUATION OF EXECUTIVE DIRECTOR/APCO**

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**POLICY:**

It is the policy of the Governing Board of the Mojave Desert Air Quality Management District (District) to conduct periodic performance evaluations and to have an orderly procedure by which to conduct the periodic evaluation of the Executive Director/APCO.

**AMPLIFICATION OF POLICY:**

A. Purpose

The performance of the Executive Director/APCO shall be evaluated by criteria established by the Governing Board addressing the mission and goals of the organization. A performance evaluation will be conducted at least annually. The compensation and benefits package is subject to an Employment Agreement between the MDAQMD and the Executive Director/APCO and a review may be conducted periodically as set forth in the Agreement, or authorized by the Governing Board.

B. Procedures

The evaluation of the Executive Director/APCO shall be initiated annually in a manner as to deliver the results to the Governing Board not later than September 30.

1. Personnel Committee

The Governing Board shall appoint a Personnel Committee of not fewer than three members and not equal to a quorum. The Board Chair will serve as the Committee chair.

2. Procedures

a. The Governing Board Personnel Committee shall direct Management staff to prepare an evaluation form for review and authorize distribution to survey Board Members. The content and format of the evaluation form and the

scoring method shall be developed and agreed upon by the Personnel Committee and the Executive Director/APCO.

- b. Evaluation forms completed by Board Members, including comments, must be returned to the Chair, or designee, by the designated due date.
- c. The Personnel Committee will meet and review the survey results and compiled information and complete the performance evaluation.
- d. The Personnel Committee will meet with the Executive Director to review the results of the survey and conduct the performance evaluation.
- e. The Personnel Committee will review compensation and benefits according to the terms of the Employment Agreement.
- f. The Personnel Committee will present the results of the survey and the performance evaluation to the full Governing Board in a Closed Session.

Revision History:

Adopted: May 24, 2004  
Amended: January 24, 2005  
January 28, 2008  
January 28, 2013

Last Review: January 26, 2015