

M E M O R A N D U M

TO: Board of Trustees

FROM: Erin Feore, Director of Human Resources;

SUBJECT: Review, discuss and direct staff to draft the District General Manager Goals through Fiscal Year 2024-2025

RELATED DISTRICT POLICY, PRACTICES, RESOLUTIONS or ORDINANCES: This is tied to the District General Manager’s Job Description and Board identified District General Manager goals, to be determined

DATE: February 12, 2025

I. RECOMMENDATION

The Director of Human Resources recommends that the Board of Trustees review, discuss and direct staff to draft the District General Manager’s goals through Fiscal Year 2024-2025. It is recommended that the goals set are specific, measurable, achievable, relevant and time-bound.

II. BACKGROUND

As discussed during the January 29, 2025 meeting, the Board Chair requested and the Board agreed to conduct a performance review of prior to the General Manager’s scheduled pay increase on July 1, 2025.

As noted in the District General Manager’s employment contract, 7.1:

“Annually, or at such other time as desired by the Board of Trustees, the Board of Trustees and General Manager shall meet to evaluate the performance of General Manager on a date mutually determined by both parties.”

Prior to conducting any performance evaluation, the Board of Trustees should first establish a proposed list of goals to review with the District General Manager. These goals should provide clear direction for the General Manager to work towards agreed upon achievements and expected objectives.

In working with District General Manager Harrison, he has proposed the following goals to complete or have initiated as a management practice before the end of June 2025 for the Board's consideration:

Financial

Coordinate with the Finance Department to accomplish the following goals:

- Ensure completion and finalization of the 2024 audit.
- Partnering with department directors, ensure the Munis financial system is functional, with ongoing staff training on workflow processes. Establish regularly scheduled meetings to evaluate progress.
- Oversee and guide managers with budget creation, management and execution. Continue to oversee the refinement and implementation of procedures in support of the District Pricing Practice.
- Confirm the obligations placed on IVGID by the Department of Taxation are completed and their expectations are met.

Leadership

- Introduce the High-Performance Organizational Model to the District's senior leadership team for Districtwide implementation.
- Working with the senior leadership team to improve effectiveness, begin exploring opportunities for cross-functional teams to begin working on District projects.
- Evaluate updated processes and policies to ensure compliance with District policies, practices, ordinances and resolutions. Provide recommendations to the Board for consideration as needed.
- Collaborate with the senior leadership team to evaluate current processes and controls; recommend and implement changes as needed.
- Rebuild relationships within the leadership of our community and governmental partners.
- Coordinating with the Senior Leadership team, develop a plan and implementation options for Board review and approval update the District's multi-year strategic plan

Board

- Discuss with the Board their philosophy of financing of capital projects.
- Recommend legal counsel (either private firm or employee) for appointment consideration.

Other

- Partnering with the Director of Human Resources:
 - Initiate an RFP for a new retirement plan financial advisor and record keeper.
 - Evaluate requests for personnel changes submitted through the budget process; evaluate updated organizational chart to ensure reporting effectiveness of current positions.
 - Determine recruiting needs of unfilled, key positions.
- Coordinate with the various departments to begin several of the identified projects that have affiliated donor funds.

III. FINANCIAL IMPACT AND BUDGET

N/A

IV. ALTERNATIVES

The Board may choose to disregard the General Manager's recommended goals and establish their own, or, they may choose to utilize some of the GM recommended goals with goals recommended by Board members.

V. ATTACHMENTS

N/A

VI. DECISION POINTS NEEDED FROM THE BOARD OF TRUSTEES

The Director of Human Resources recommends that the Board of Trustees review, discuss and direct staff to draft the District General Manager's goals through Fiscal Year 2024-2025. It is recommended that the goals set are specific, measurable, achievable, relevant and time-bound.