



MEMORANDUM

AGENDA ITEM #IV.E

DATE: NOVEMBER 25, 2019
TO: COUNCIL MEMBERS
FROM: STAFF
SUBJECT: EXECUTIVE DIRECTOR ANNUAL REVIEW

Section 1.9.3 of the agreement between the Council and the Executive Director states that the Governing Body of the Council, or the Executive Committee with the delegated function, shall perform an annual evaluation and review of the Executive Director. Historically this review has been undertaken on, or before, the October meeting. The three-year contract with the Executive Director terminates on November 24, 2021.

At the September 23, 2019 meeting, the Council requested a special meeting of the Executive Committee to review the Executive Director. This meeting was held on October 10, 2019. The meeting minutes are part of the Council package. Performance reviews were received from Chair Ross, Councilmember Asseff, Councilmember Geller, Councilmember Levine Cava, and Councilmember Kaufman. The summary pages of the reviews are attached herewith. The full reviews are available upon request.

Recommendation

Accept the Executive Committee's annual review of the Executive Director.



South Florida Regional Planning Council Executive Director Annual Performance Review

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 1, 2018 – October 1, 2019

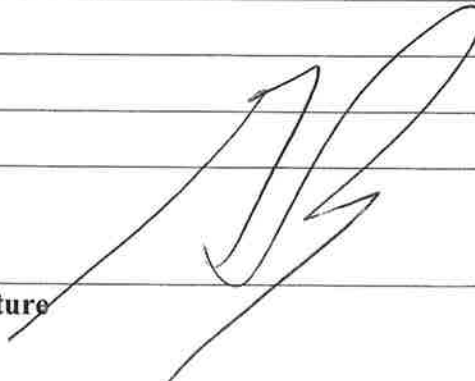
Evaluation Date: September 23, 2019

Ratings on Job Performance

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

Executive Director		5	4	3	2	1
1.	Represents the Council in a positive, professional manner	✓				
2.	Accurately represents the goals and policies of the Council	✓				
3.	Maintains a positive image and relationships with local, state and federal agencies	✓				
4.	Promotes the Council and its services	✓				
5.	Makes clear and concise recommendations to Council	✓				
6.	Deals honestly and fairly with all parties	✓				
7.	Exercises sound judgment in business transactions	✓				
8.	Is respected by peers and leaders in the region	✓				
9.	Is knowledgeable about regional issues	✓				
10.	Provides good overall leadership for the Council	✓				

Additional Comments: Challenging times + challenging position + met the
head on -



Signature

10/10/19

Date

South Florida Regional Planning Council Executive Director Annual Performance Review

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 1, 2018 – October 1, 2019

Evaluation Date: September 23, 2019

Ratings on Job Performance

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

Executive Director		5	4	3	2	1
1.	Represents the Council in a positive, professional manner	✓				
2.	Accurately represents the goals and policies of the Council	✓				
3.	Maintains a positive image and relationships with local, state and federal agencies	✓				
4.	Promotes the Council and its services	✓				
5.	Makes clear and concise recommendations to Council	✓				
6.	Deals honestly and fairly with all parties	✓				
7.	Exercises sound judgment in business transactions	✓				
8.	Is respected by peers and leaders in the region	✓				
9.	Is knowledgeable about regional issues	✓				
10.	Provides good overall leadership for the Council	✓				

Additional Comments: *She has done a great job keeping our
SPRC to keep functioning.*

She is an outstanding Director

Catherine Asuff
Signature

10/10/2019
Date

South Florida Regional Planning Council Executive Director Annual Performance Review

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 1, 2018 – October 1, 2019

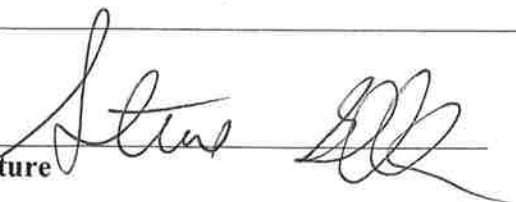
Evaluation Date: September 23, 2019

Ratings on Job Performance

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

Executive Director		5	4	3	2	1
1.	Represents the Council in a positive, professional manner	✓				
2.	Accurately represents the goals and policies of the Council		✓			
3.	Maintains a positive image and relationships with local, state and federal agencies	✓				
4.	Promotes the Council and its services	✓				
5.	Makes clear and concise recommendations to Council	✓				
6.	Deals honestly and fairly with all parties	✓				
7.	Exercises sound judgment in business transactions		✓			
8.	Is respected by peers and leaders in the region	✓				
9.	Is knowledgeable about regional issues	✓				
10.	Provides good overall leadership for the Council		✓			

Additional Comments: Overall, I give a 5. I gave a 4 on business judgments in that this is not her expertise or field, she correctly delegates this to appropriate experts. I gave 4 on the other two items instead of 5 because of my expressed desire that the SFRPC expand its current ~~g~~ projects into more regional planning. Isabel is incredibly well-liked and well-respected in South Florida.

Signature 

Date 10-10-19

**South Florida Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 1, 2018 – October 1, 2019

Evaluation Date: September 23, 2019

Ratings on Job Performance

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

	Executive Director				
	5	4	3	2	1
1. Represents the Council in a positive, professional manner	X				
2. Accurately represents the goals and policies of the Council	X				
3. Maintains a positive image and relationships with local, state and federal agencies	X				
4. Promotes the Council and its services	X				
5. Makes clear and concise recommendations to Council		X			
6. Deals honestly and fairly with all parties	X				
7. Exercises sound judgment in business transactions	X				
8. Is respected by peers and leaders in the region	X				
9. Is knowledgeable about regional issues	X				
10. Provides good overall leadership for the Council	X				

Additional Comments: *Isabel is an extremely valuable leader for the SFRPC. In my short time as a council member, I have been impressed with her abilities to maintain the high quality services provided by the council despite significant challenges (i.e. funding etc) to overcome. I look forward to working with Isabel towards strengthening the council financially and with regard to making positive policy impact in the region, for item #5, (one potential improvement) this may be a function of facts not within the ED's control, but I would like to see more clear recommendations with regard to staffing, budget issues and convening regional planning events on subjects critical to our region.*



Signature

10-10-19

Date