



MEMORANDUM

AGENDA ITEM #IV.F

DATE: SEPTEMBER 19, 2022
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 an Executive Committee with the delegated function, shall perform an annual evaluation and review of the Executive Director.

The Executive Director is customarily reviewed by the Executive Committee prior to the September Council Meeting. This year this Annual Review will be held at an Executive Committee meeting at 9:30 a.m. held immediately prior to the regular Council meeting. The review form is provided herewith for your information. All Council Members are welcome to attend.

The Executive Director terminates on October 31, 2023 due to FRS DROP.

Recommendation

Assess the Executive Director's performance.



**AGREEMENT BETWEEN THE
SOUTH FLORIDA REGIONAL PLANNING COUNCIL
AND
ISABEL COSIO CARBALLO
PROVIDING FOR EMPLOYMENT
AS EXECUTIVE DIRECTOR**

Contract period: September 27, 2021 - October 31, 2023

Excerpt discussing the Annual Review (1.9.3)

1.9 To provide increases in compensation to the EXECUTIVE DIRECTOR on the following basis:

1.9.1 Merit Increases: At the option of the Executive Committee of the SFRPC, to provide a merit increase to the EXECUTIVE DIRECTOR on an annual basis coinciding with the annual adoption of the budget from the date of employment hereof, subject to a vote of the Governing Body of the SFRPC of not less than a majority of the members present at a regular meeting or a special meeting called for that purpose.

1.9.2 Cost of Living Increases: At the option of the Executive Committee of the SFRPC of the SFRPC to annually adjust the existing salary based upon cost of living increases if otherwise provided to State of Florida employees, subject to a vote of the Governing Body of the SFRPC of not less than a majority of the members present at a regular meeting or a special meeting called for that purpose.

1.9.3 To annually review and evaluate the EXECUTIVE DIRECTOR based upon performance standards, attached hereto as Exhibit "A" and incorporated herein, and as may be amended from time to time by the Governing Body of the SFRPC or the Executive Committee of the SFRPC with the delegated function of performing such evaluation and review, subject to a vote of the Governing Body of the SFRPC of not less than a majority of the members present at a regular meeting or a special meeting called for that purpose.

EXHIBIT "A"

PERFORMANCE STANDARDS - EXECUTIVE DIRECTOR

General Responsibilities: Direct the activities of the South Florida Regional Planning Council staff. Establish the Council work program and complete the work program in a timely manner. Manage the operation of the agency.

Objectives of the position:

1. Anticipate emerging issues within the region and articulate an agency mission statement which reflects these emerging issues.
2. Set long and short-term agency objectives that are responsive to the agency mission.
3. Assure that the organization is staffed and structured for effective mission accomplishment.
4. Maintain effective communication with all Council Members and member unit local governments.
5. Implement an objective performance agreement system by which Regional Planning Council staff will be assessed.
6. Ensure the statutory responsibilities of the agency are carried out in a timely and complete manner.
7. Develop and maintain good organizational relationships with other relevant organizations.
8. Assist all Council officers in performing their duties.
9. Prepare an adequate annual budget and operate the agency within that budget.

An agency work program will be prepared. At the end of the appraisal period, the record of progress will provide a measure of whether the Director met, failed to meet or exceeded expectations.

South Florida Regional Planning Council Executive Director Annual Performance Review

Executive Director: Isabel Cosio Carballo, MPA

Evaluation Period: October 2021 – September 19, 2022

Evaluation Date: September 19, 2022

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: _____

Signature

Date