

BEFORE THE BOARD OF HEALTH
SPOKANE REGIONAL HEALTH DISTRICT

RESOLUTION #20-13

RE: ADOPTING A SPOKANE REGIONAL HEALTH DISTRICT BOARD OF HEALTH EVALUATION POLICY FOR THE ADMINISTRATIVE OFFICER

WHEREAS, RCW 70.05.040 and Article IV, Item 2 of the Spokane Regional Health District Board of Health bylaws delegates responsibility to the Spokane Regional Health District Board of Health for the appointment and reporting of the Spokane Regional Health District Administrative Officer; and

WHEREAS, a well-defined evaluation process for the Administrative Officer is vital in creating and maintaining a strong and effective relationship between the Board of Health and Administrative Officer.

WHEREAS, the goal of a well-defined evaluation process is to establish performance expectations, provide feedback to the Administrative officer for personal and professional growth, and to outline procedures that measure performance and determine compensation adjustments; and

WHEREAS, the Spokane Regional Health District Board of Health believes that a strong and effective relationship between the Board and the Administrative Officer is critical to the success of the District and Administrative Officer; and

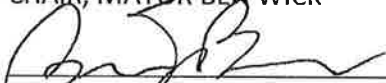
NOW, THEREFORE, BE IT RESOLVED, the Spokane Regional Health District adopts the Administrative Officer evaluation policy as presented in the attached document.

Signed this 29th day of October 2020 in Spokane, Washington.

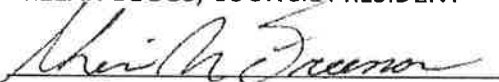
SPOKANE REGIONAL HEALTH DISTRICT
BOARD OF HEALTH



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BREEAN BEGGS, COUNCIL PRESIDENT



KEVIN FREEMAN, MAYOR



AL FRENCH, COMMISSIONER



ANDREA FROSTAD, BOARD MEMBER



CHUCK HAFNER, BOARD MEMBER



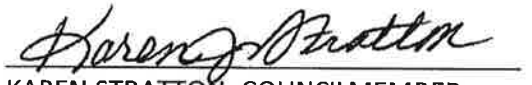
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KAREN STRATTON, COUNCILMEMBER



LINDA THOMPSON, COUNCILMEMBER

ABSENT

BETSY WILKERSON, COUNCILMEMBER

	POLICY: Evaluation of Administrative Officer	NUMBER:
	DATE ENACTED:	REVIEW DUE:
	DIVISION:	APPROVER:

PURPOSE

To outline the process and timing for the evaluation of the Administrative Officer’s performance and compensation.

POLICY

The Executive Committee of the Board of Health (ECBOH) will provide an annual performance evaluation for the SRHD Administrative Officer. The goals of the performance evaluation process are assessment of past performance, development of future goals in furtherance of the agency’s strategic plan, provide guidance for growth and professional development, strengthen the working relationship between the Administrator and the Board of Health, evaluate compensation and adjust as appropriate.

Compensation Adjustment

The Administrative Officer will receive a Cost of Living Adjustment (COLA) identical to that received by SRHD staff. The annual performance-based salary increases for the Administrative Officer will be in the range of 0 to 5%. In determining whether a compensation adjustment is appropriate, relevant considerations will include:

1. Performance, as measured by the evaluation instruments and the accomplishment of annual goals/objectives
2. Market position – review salary data from comparable Washington Local Health Jurisdictions to determine competitiveness, as provided by the Human Resources Manager.
3. Cost of living – review Consumer Price Index data to determine if periodic increases should be made in conjunction with those provided to SRHD staff.
4. Financial status of the District.

Annual Timeline

Time Frame	Action
January	Administrative Officer will present annual work plan and goals to Executive Committee for discussion and approval. Following approval of ECBOH, the Administrative Officer will present the work plan and goals at the subsequent Board of Health meeting.
Monthly	Administrative Officer will provide updates to ECBOH on goal progression for feedback. If needed, executive sessions of the Board of Health can be called related to performance review.
September	Administrative Officer will complete a self-assessment of previous year goal attainment and send to Vice Chair of the ECBOH.
October	ECBOH will complete their evaluation of the Administrative Officer with the Vice-Chair as the point person. If requested by the Executive Committee, the SRHD Human Resources Manager will provide market position data and Consumer Price Index data related to any potential change in compensation
November	ECBOH will meet with the Administrative Officer to review the performance evaluation.
December	The Executive Assistant will ensure that the final performance documentation is distributed to all Board of Health members prior to the December meeting. An executive session will be called for the monthly Board of Health meeting at which time: <ul style="list-style-type: none"> • The Executive Committee will report on the status of goals and the compiled evaluation results, the current Administrator position description, contract, and any other relevant information. • During open session of the Board of Health meeting, the Board may act regarding an Administrative Officer salary adjustment.