

Executive Director Review Subcommittee

February 13, 2025

Madison Metropolitan Sewerage District



Charge Based on Recruitment Subcommittee

- Develop and administer **June survey** of staff and Commissioners (*with staff*).
 - *Use appropriate methods.*
 - *Share in closed session (non-confidential parts public)*
- Lead **annual review** process:
 - *Follow policy.*
 - *Recommend policy changes.*
 - *Recommend ongoing process.*
- Hire **consultant** to administer the annual review process (*with staff*).
- Support E.D. and staff in reviewing **executive coach** proposals.



Work and Duration

- Provide regular **status updates** to Commission.
- Set its own **work process and schedule**.
 - Try to align with Commission meetings if possible.
- **Disband** after annual review, unless extended by the Commission.



Adopt Resolution

- Discuss and possibly amend.
- Choose members.
- Adopt resolution 2025-02-13-R6.

Member names and amendments will be incorporated into the resolution after the meeting.



Full Text 1/3

1. Work with District human resources and administrative staff to develop and administer a survey on Executive Director performance in approximately June 2025. The survey should gather information from District staff and Commissioners using appropriate methods. Survey results should be shared with the Commission in closed session. Some or all results may be shared publicly if doing so would not violate confidentiality.
2. Lead the annual Executive Director review process. Ensure the process follows Commission policy. Recommend policy changes as needed for action by the full Commission. Recommend ongoing process for Commission to receive and review performance evaluation data.

Full Text 2/3

3. Work with District human resources and administrative staff to secure the services of a consultant to administer the annual review process, consistent with Commission policy.
4. Support the Executive Director and District staff in reviewing proposals for an executive coach for the Executive Director.
5. Provide regular status updates to the Commission regarding on-going work.



Full Text 3/3

6. Determine its work approach and meeting schedule in coordination with District staff who will be aiding the subcommittee. Strive to coordinate with Commission meetings where possible and without causing disruption.

The subcommittee will disband after the annual review process is completed, unless extended by action of the Commission.

