



NOTICE OF MEETING

WHO: NRPC Executive Committee

WHEN: Wednesday, November 16, 2022, at 6:00 pm

WHERE: NRPC Offices, 30 Temple Street, Suite 310, Nashua, NH. If you are unable to attend in-person, you may participate remotely, using the link below:
<https://us02web.zoom.us/j/88969845610?pwd=dVZMUkFaS1gzem02OWJSSStjemhrQT09>

AGENDA

1. Call to Order
2. Business:
 - a. Minutes: October 19, 2022 (**Action Required**)
 - b. Oct/Nov Dashboard (**Action Required**)
 - c. FY 23 Q1 Social Media/Web Stats
 - d. Executive Director Evaluation Process (**Action Required**)
 - e. NRPC Personnel Policy Amendments
 - f. NRPC Statement of Strategy
3. Transportation Programs
 - a. CMAQ Solicitation
 - b. Other UPWP updates
4. Other Business
 - a. Annual Forum
 - b. New Contracts
 - c. Other
5. Adjourn

Next Meeting: December 21, 2022



**DRAFT MEETING MINUTES
NASHUA REGIONAL PLANNING COMMISSION
Executive Committee
October 19, 2022**

In-Person Public Meeting with Zoom Attendance Option

Members Attending In-Person	Members Attending on Zoom	Members Absent	Staff Attending	Others Present
Tim Tenhave, Chair Kim Queenan, Vice-Chair Jim Battis, Treasurer Camille Correa Dave Hennessey Tamara Sorell	Venu Rao	Karin Elmer Janet Langdell	Jay Minkarah, Executive Director Camille Pattison, Assistant Director	

1. Call to Order

Tenhave called the meeting to order at 6:04 pm.

2. Business

a. Minutes: September 19, 2022 (Action Required)

Seeing no further discussion, Tenhave accepted a motion from Battis to accept the minutes of September 19, 2022, as amended, Queenan seconded. The motion passed 5-0-2 by roll call vote:

Battis – Yes	Rao – Yes	Hennessey - Abstain
Correa – Yes	Tenhave – Yes	
Sorell - Abstain	Queenan – Yes	

b. September/October Dashboard (Action Required)

Minkarah reviewed the Dashboard. CEDR meetings are on-going and Minkarah will be leading this process, as the BEA staff person has left the position. The Zoning Atlas has been developed by St. Anselm's College to determine where to best locate multi-family housing. The Capital Corridor project continues to move along, including a meeting with representatives from Simon Properties. Looking at a date in March 2023 for study completion. The platform would be entirely within NH, with the parking located in MA. There is a pending grant from DES to update the Souhegan River Management Plan.

The working budget has been adjusted to reflect an increase in the grants. At the request of Tenhave, Battis moved to accept the September/October dashboard and budget, with a second by Hennessey. The motion passed by roll-call vote 7-0-0:

**NRPC Executive Committee Minutes
October 19, 2022**

Battis – Yes	Rao – Yes	Hennessey - Yes
Correa – Yes	Tenhaven – Yes	
Sorell Yes	Queenan – Yes	

c. Annual Forum

The memo includes a list of 4 dates in May, and the associated meetings in the region that will conflict on those dates. Thursday, May 11th is the first choice; Wednesday, May 10th is the second choice.

d. Executive Director Evaluation Process

Tenhaven and Rao met last week and created a new form, which is more condensed with performance goals including organizational responsibilities, personnel responsibilities, specific goals for year 1, 2, and 3, as well as professional development goals. A 360-review including input from staff will be included as part of the review process. Also includes a mid-year review, to adjust the goals as needed. In the past, compensation for the Executive Director has been based upon salaries in both MA and NH. Hennessey suggested disseminating this review process with other regional planning commissions in NH. Tenhaven will provide this document to the NH Association of Regional Planning Commissions, and directly shared with other executive committees.

This item will be voted on at the next meeting to allow time for input from members who were not present.

e. NRPC Statement of Strategy

Potential facilitators include Robin LaBlanc, as she is familiar with the operations of regional planning commissions. There are other ideal facilitators available as well. Tenhaven would like to present a plan to the Commission at the December meeting. The existing 2015 plan is outdated and will be updated as part of this process. It is currently available on the website. The FHWA and FTA conducted a review, and their analysis should be assessed as well and incorporated as relevant. Rao suggested we consider the key problems that face our towns and potentially incorporate them. Hennessey suggested this is an ideal opportunity to reevaluate the work products and topic areas that NRPC should be focusing on in the future, such as sustainability, or housing. Tenhaven has asked Minkarah to develop a process for review at the November meeting.

3. Transportation Programs

a. TYP Project Solicitation

The review committee ranked the submittals based upon statewide criteria used amongst other RPCs and MPOs. NH DOT asked the RPCs to rank their top projects based on funds available to the regions and 2 additional projects, in the event that additional funds become available.

Unfortunately, due to financial constraints, it was not feasible to select a project from each community. The top projects include two from Merrimack, and one from Amherst, Hudson, Litchfield. The additional two projects are from Pelham and Amherst. This was the first year that NRPC was able to have a professional engineer develop costs for all submitted projects.

**NRPC Executive Committee Minutes
October 19, 2022**

b. FY24-25 UPWP

Our UPWP is up for renegotiation this year and set to go into effect in July 2023. NRPC will be receiving approximately a 30% increase in annual funds or \$220k annually. The increase in annual dues will assist in the additional required match funds that NRPC needs to provide. Staff is getting pretty stretched so now may be a good time to hire another transportation planner.

c. Other UPWP Updates

Lots of projects and data collection are underway. Hennessey would like a handout on the new tubeless traffic counters. They have the functionality to collect data class, i.e., trucks versus cars.

4. Other Business

a. New Contracts

Administrative support for Lyndeborough, and ordinance review for Brookline.

b. Pending Grants

Staff is always considering upcoming grants.

c. Staff Updates

Ivy Van will be assisting in the development of recommendations for the Regional Housing Needs Assessment.

d. Other

5. Adjourn

At 7:36 pm, Hennessey motioned to adjourn, Battis seconded.

The motion passed by roll-call vote 7-0-0:

Battis – Yes	Rao – Yes	Hennessey - Yes
Correa – Yes	Tenhaven – Yes	
Sorell - Yes	Queenan – Yes	

The next Executive Committee meeting will be November 16, 2022

NRPC FY 2023 DASHBOARD

Oct-22		Key Statistics	
TD Checking		Staff Activities Oct-Nov	
Beginning Balance	\$193,167.99	UWGN Governance Board - Jay NRPC Complete Street Advisory Committee - Tyrel, Emma NTS Staff meetings - Ryan UWGN Community Advisory Council - Jay RCC Meeting - Matt, Donna NRPC RHNA Sounding Board - Jay, Camille, Emma, Caleb Bi-weekly Community and Econ Dev Call - Jay Central-Southern CEDR Meeting - Jay RCC Meeting - Matt, Donna, Vince, Kristin Regional Housing Leadership Workgroup Meeting - Jay RHNA Statewide Group Meeting - Jay, Emma, Caleb Partnering for Performance meeting - Matt Gate City Bike Coop meeting - Matt, Donna HHW Collection, Nashua - Emma, Jay, Payton, Vince Interagency meeting - Matt TTAC - Matt, Jay, Sara, Caleb, Emma, Vince RPC Directors Meeting - Jay NHLMV Stormwater Coalition - Sara	
Deposits & Credits			
Payments			
Ending Balance	\$193,526.71		
Bar Harbor Checking			
Beginning Balance	\$332,765.86		
Deposits & Credits			
Payments			
Ending Balance	\$375,112.20		
Monday, October 31, 2022			
Accounts Payable	\$39,743.41	Professional Development - Oct-Nov NNECAPA Conference (10/17-19) Jay, Matt Improving HHW Programs Webinar (10/19) Emma OPD Zoning Amndmnt Webinar (10/20) Jay, Payton, Emma Fair Share Housing Trend Webinar (10/21) Payton Fall NEARC Conference (11/7-9) Sara, Tyrell, Ryan Small Business Development Center webinar (11/9) Camille	
Accounts Receivable	\$369,359.60		
Oversight Activities		Pending Grant Applications NHDES 604 (b) grant - \$26,060 Regional Plan Grant - \$100,000	
Line of credit (\$75,000) activated?	No		
BHB CDs	\$66,617.94		
Audit Status	Underway		

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2022

	TOTAL				
	Oct 22	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Income					
2000 Local Dues					
Local Dues Match	(7,600.37)	(24,531.35)	0.00	(24,531.35)	100.0%
2000 Local Dues - Other	13,583.33	54,333.32	163,000.00	(108,666.68)	33.33%
Total 2000 Local Dues	5,982.96	29,801.97	163,000.00	(133,198.03)	18.28%
Federal Contracts					
9007 Regional Plan Update	0.00	0.00	20,000.00	(20,000.00)	0.0%
9011 EPA Brownfields	0.00	2,126.92	0.00	2,126.92	100.0%
9012 EPA Brownfields	0.00	0.00	185,000.00	(185,000.00)	0.0%
Total Federal Contracts	0.00	2,126.92	205,000.00	(202,873.08)	1.04%
Grants					
1100 Regional Housing Needs	15,247.29	52,839.35	65,000.00	(12,160.65)	81.29%
5265 Robinson Pond Water Qual	0.00	20,000.00	19,580.00	420.00	102.15%
6300 NRSWMD	31,970.25	65,458.54	188,450.00	(122,991.46)	34.74%
9006 Merrimack River Corridor	0.00	0.00	8,134.00	(8,134.00)	0.0%
9010 Ledge Street School Safe	0.00	0.00	10,500.00	(10,500.00)	0.0%
9082 Hazard Mit	0.00	0.00	19,000.00	(19,000.00)	0.0%
Total Grants	47,217.54	138,297.89	310,664.00	(172,366.11)	44.52%
Interest Income	214.44	573.86	1,000.00	(426.14)	57.39%
Local Planning Contracts					
2133 Hudson Trail Mapping	0.00	0.00	9,200.00	(9,200.00)	0.0%
2139 Hudson CR	1,225.00	6,025.00	15,000.00	(8,975.00)	40.17%
2150 Mason CR	620.00	2,462.50	6,500.00	(4,037.50)	37.89%
2176 Hollis Asset Mgmt Support	0.00	725.00	1,000.00	(275.00)	72.5%
2177 Hollis Regulation Review	104.54	243.92			
2250 Litchfield CR	562.50	2,262.50	15,000.00	(12,737.50)	15.08%
2251 Litchfield CIP	0.00	0.00	1,000.00	(1,000.00)	0.0%
2252 Litchfield Impact Fee	0.00	0.00	1,250.00	(1,250.00)	0.0%
2260 Litchfield Con Comm Plan	0.00	4,500.00	0.00	4,500.00	100.0%
2271 Lyndeborough CR	767.50	2,668.50	10,080.00	(7,411.50)	26.47%
2275 Lyndeborough Admin Support	1,155.00	1,155.00			
2361 MVD GIS	1,572.50	3,102.50	3,200.00	(97.50)	96.95%
2402 Milford CR	2,170.00	7,560.00	0.00	7,560.00	100.0%
2415 Milford MP Community Engag	1,950.00	1,950.00	0.00	1,950.00	100.0%
2532 Nashua Con Comm CR	980.00	2,852.50	5,000.00	(2,147.50)	57.05%
2536 Nashua Sidewalk Assessment	0.00	17,093.22	37,500.00	(20,406.78)	45.58%
2552 Pelham Natural Resources	0.00	0.00	0.00	0.00	0.0%
2557 Pelham CIP	0.00	1,000.00	1,000.00	0.00	100.0%
2600 Wilton Code Enforcment	0.00	563.75	0.00	563.75	100.0%
2610 Wilton CR	3,192.75	13,506.00	24,500.00	(10,994.00)	55.13%
2611 Wilton Admin Support	6,933.84	14,004.54	0.00	14,004.54	100.0%
2640 Wilton MP 4	0.00	8,690.29	5,500.00	3,190.29	158.01%
2700 Temple Code Enforcement	0.00	0.00	0.00	0.00	0.0%
7516 NH Housing-GIS Support	0.00	0.00	1,000.00	(1,000.00)	0.0%
Total Local Planning Contracts	21,233.63	90,365.22	136,730.00	(46,364.78)	66.09%
Other Income					
8000 Pubs/Map Sales	0.00	40.00	2,000.00	(1,960.00)	2.0%
Total Other Income	0.00	40.00	2,000.00	(1,960.00)	2.0%
State Contracts					
1000 NH OSI	0.00	4,890.73	11,111.00	(6,220.27)	44.02%
1200 NH Geodata Portal	0.00	0.00	0.00	0.00	0.0%
3000 DOT Highway Planning					
100 MPO ADMIN & TRAINING	10,145.07	41,617.92	61,380.00	(19,762.08)	67.8%
200 POLICY & PLANNING	29,672.27	51,988.57	199,556.00	(147,567.43)	26.05%
300 PUBLIC INVOLV & COORD	3,420.50	14,375.93	67,104.00	(52,728.07)	21.42%
400 PLAN SUPPORT	26,529.24	112,910.51	280,359.00	(167,448.49)	40.27%
500 TECHNICAL ASSIST & SUPPORT	5,435.86	22,567.47	142,038.00	(119,470.53)	15.89%
600 REGIONAL VOL DRIVER STUDY	800.79	1,853.08	35,247.00	(33,393.92)	5.26%
3000 DOT Highway Planning - Other	0.00	0.00	0.00	0.00	0.0%
Total 3000 DOT Highway Planning	76,003.73	245,313.48	785,684.00	(540,370.52)	31.22%
3500 DOT 5310 SVTC	0.00	41,300.99	190,039.00	(148,738.01)	21.73%
4020 Mobility Manager	0.00	25,646.37	122,650.00	(97,003.63)	20.91%

Nashua Regional Planning Commission
Profit & Loss Budget vs. Actual
July through October 2022

	TOTAL				
	Oct 22	Jul - Oct 22	Budget	\$ Over Budget	% of Budget
Total State Contracts	76,003.73	317,151.57	1,109,484.00	(792,332.43)	28.59%
Total Income	150,652.30	578,357.43	1,927,878.00	(1,349,520.57)	30.0%
Depreciation	(416.67)	0.00	2,715.00	(2,715.00)	0.0%
EXPENSES					
Annual Forum	2,000.00	2,000.00	8,000.00	(6,000.00)	25.0%
Audit	12,187.00	12,187.00	16,750.00	(4,563.00)	72.76%
Bank Service Charges	0.00	0.00	250.00	(250.00)	0.0%
Capital Equipment	0.00	0.00	60,000.00	(60,000.00)	0.0%
Dues & Subscriptions	122.62	4,661.01	9,348.00	(4,686.99)	49.86%
Employee Benefits					
C Dental Insurance	621.21	2,878.57	8,335.00	(5,456.43)	34.54%
C Health Ins.	3,827.88	14,830.57	73,001.00	(58,170.43)	20.32%
C HSA Contribution	0.00	12.00	3,125.00	(3,113.00)	0.38%
C LTD Insurance	128.54	354.91	1,290.00	(935.09)	27.51%
C Retirement 401	1,710.74	6,622.16	20,164.00	(13,541.84)	32.84%
C STD Insurance	254.29	668.22	2,670.00	(2,001.78)	25.03%
P/R Taxes (Indirect)					
P/R SUTA	0.00	0.00			
P/R Taxes (Indirect) - Other	5,501.50	23,602.74	67,612.00	(44,009.26)	34.91%
Total P/R Taxes (Indirect)	5,501.50	23,602.74	67,612.00	(44,009.26)	34.91%
Total Employee Benefits	12,044.16	48,969.17	176,197.00	(127,227.83)	27.79%
Equipment Maintenance	0.00	149.76	1,750.00	(1,600.24)	8.56%
GIS	2,116.66	6,666.64	19,700.00	(13,033.36)	33.84%
Insurance	818.90	3,275.60	10,154.00	(6,878.40)	32.26%
Internet Access/Telephone	937.86	3,764.36	9,000.00	(5,235.64)	41.83%
IT Service	1,553.92	6,164.97	20,016.00	(13,851.03)	30.8%
Janitorial	225.00	900.00	3,500.00	(2,600.00)	25.71%
Legal	0.00	0.00	2,500.00	(2,500.00)	0.0%
Legal Notices	0.00	0.00	1,000.00	(1,000.00)	0.0%
Marketing and Outreach	14.99	1,457.38	5,000.00	(3,542.62)	29.15%
Misc	713.80	2,079.71	13,500.00	(11,420.29)	15.41%
Office Expenses	1,761.22	10,131.96	14,000.00	(3,868.04)	72.37%
Payroll Expenses	0.00	0.00			
Postage	274.55	899.50	2,000.00	(1,100.50)	44.98%
Printing	513.47	2,033.41	7,000.00	(4,966.59)	29.05%
Professional Services	50,937.20	124,594.60	470,787.00	(346,192.40)	26.47%
Rent & CAM	8,090.00	32,360.00	110,000.00	(77,640.00)	29.42%
Reserve Fund	0.00	0.00	39,200.00	(39,200.00)	0.0%
Salaries					
Leave (Gross)	2,409.65	30,343.02	0.00	30,343.02	100.0%
Salaries (Dental Reimb) Gross	0.00	0.00	0.00	0.00	0.0%
Salaries (Gross)	63,294.65	234,830.77	0.00	234,830.77	100.0%
Salaries (Medical Reimb) Gross	0.00	1,407.59	0.00	1,407.59	100.0%
Salaries - Other	0.00	0.00	883,814.00	(883,814.00)	0.0%
Total Salaries	65,704.30	266,581.38	883,814.00	(617,232.62)	30.16%
Small Equipment	0.00	5,101.41	9,199.00	(4,097.59)	55.46%
Staff Development	1,392.70	3,964.19	10,000.00	(6,035.81)	39.64%
Travel					
Meeting Expenses (Lunch etc.)	116.39	328.23	1,800.00	(1,471.77)	18.24%
Mileage & Travel	1,878.71	3,536.62	8,000.00	(4,463.38)	44.21%
Vehicle Exp (Gas,Rep,Ins,ect.)	154.15	433.18	1,200.00	(766.82)	36.1%
Total Travel	2,149.25	4,298.03	11,000.00	(6,701.97)	39.07%
Utilities	974.00	3,896.00	11,500.00	(7,604.00)	33.88%
Total EXPENSES	164,531.60	546,136.08	1,925,165.00	(1,379,028.92)	28.37%
INDIRECT EXPENSES @ 123.00%	0.00	0.00	0.00	0.00	0.0%
Total Expense	164,114.93	546,136.08	1,927,880.00	(1,381,743.92)	28.33%
Net Income	(13,462.63)	32,221.35		32,221.35	

Nashua Regional Planning Commission Balance Sheet

As of October 31, 2022

Oct 31, 22

ASSETS

Current Assets

Checking/Savings

1 TD Bank xx5715 193,526.71

2 Bar Harbor Bank xx1485 375,112.20

4 BHBT 19 Mo CD Maturity 3/6/23 66,617.94

Petty Cash 200.00

Total Checking/Savings 635,456.85

Accounts Receivable

Accounts Receivable 369,359.60

Total Accounts Receivable 369,359.60

Total Current Assets 1,004,816.45

Other Assets

FP Mailing Postage Account 27.87

Prepaid Expense 19,605.64

Security Deposit 8,341.67

Total Other Assets 27,975.18

TOTAL ASSETS 1,032,791.63

Nashua Regional Planning Commission
Balance Sheet

As of October 31, 2022

Oct 31, 22

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Accounts Payable 39,743.41

Total Accounts Payable 39,743.41

Credit Cards

Bank of America -CC 3,237.74

Total Credit Cards 3,237.74

Other Current Liabilities

Local Dues 108,666.68

P/R Liabilities - Other

C HSA Contributions 15,625.00

C Retirement 401 -0.01

E Aflac -17.76

E Dental Insurance Withheld 137.80

E Health Insurance Withheld 319.44

E HSA Contributions -16,887.00

E STD Insurance Withheld 37.01

Total P/R Liabilities - Other -785.52

Payroll Liabilities -373.52

Retainers

Retainer-6300 HHW 28,766.46

Retainer-MS4 Coop. Agreement 13,500.00

Total Retainers 42,266.46

Total Other Current Liabilities 149,774.10

Total Current Liabilities 192,755.25

Total Liabilities 192,755.25

Equity

Employee Vacation Accrual 30,249.32

Retained Earnings 777,565.71

Net Income 32,221.35

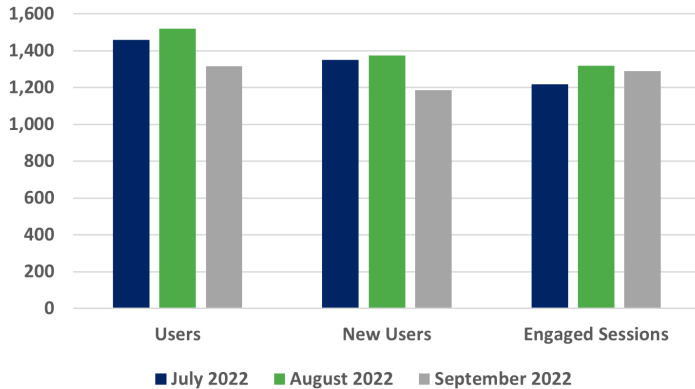
Total Equity 840,036.38

TOTAL LIABILITIES & EQUITY 1,032,791.63

WEBSITES

nashuarpc.org

User Activity



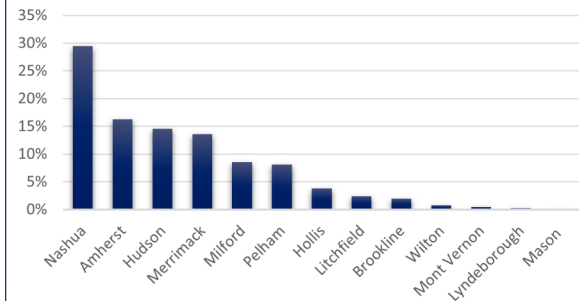
Top Pages Last Quarter

Home page

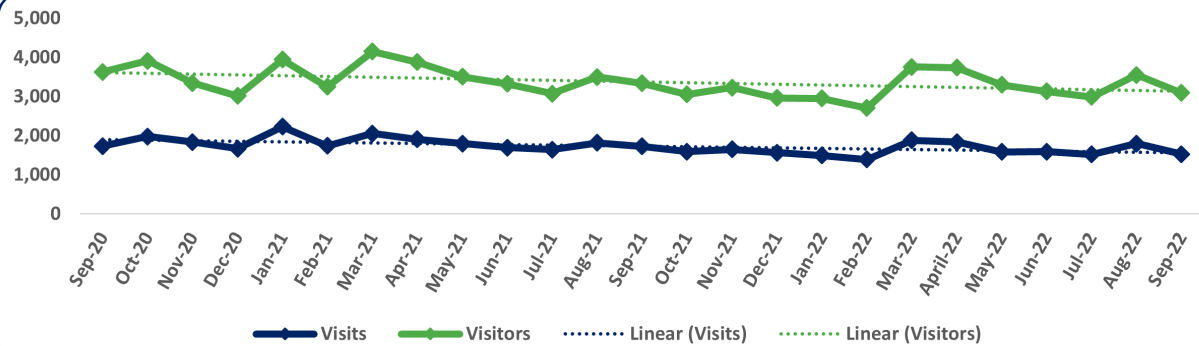
NRPC COVID 19 Economic Development Recovery Plan

Hudson Master Plan Update Public Input Sessions

Users by City



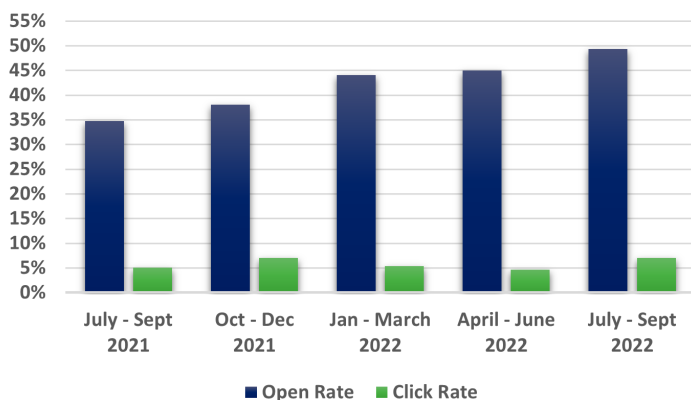
nrpcnh.mapgeo.io



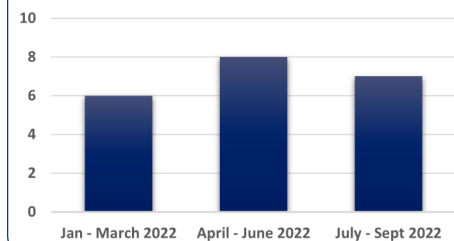
NEWSLETTER

Total Subscribers: 414

Newsletter Average Open Rate & Click Rate



New Subscribers

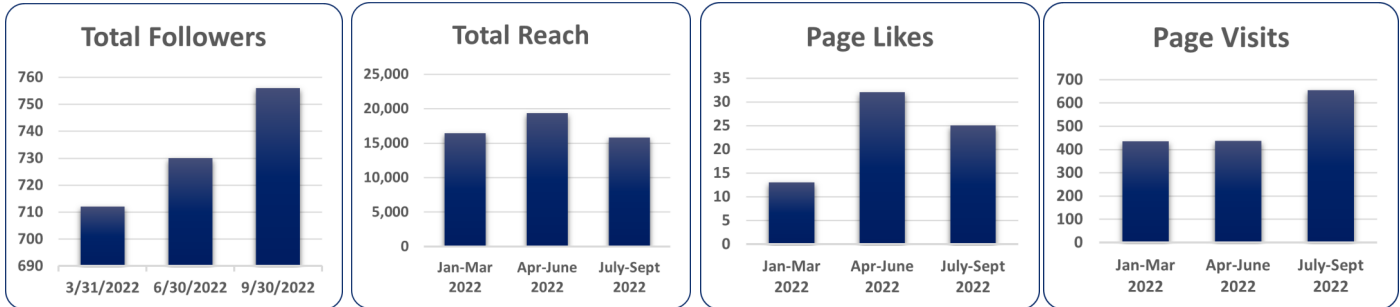


Month Top Content Last Quarter

July	Updated Community Maps
July	Job Openings
August	Complete Streets in the Nashua Region
August	USDA Rural Development Webinar Registration
Sept.	NHMA: How Much Housing do we Need?
Sept.	RHNA General Survey Results

FACEBOOK

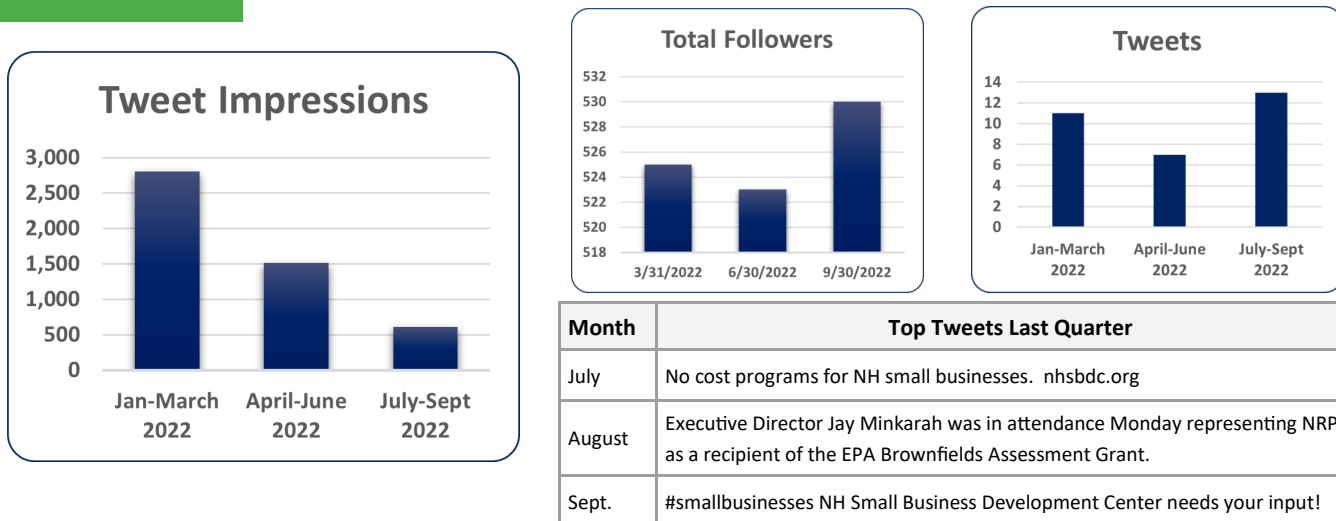
Total Followers (as of Sept. 30th): 756



Month	Top Posts Last Quarter
July	Concerned about transportation/mobility issues in the Greater Nashua area? RCC Meeting July 28, 2022
August	NRPC has partnered with Nashua Transit System for many years to provide GIS and mapping support...
September	!! Next weekend!! The next Household Hazardous Waste Collection is October 8th!!

TWITTER

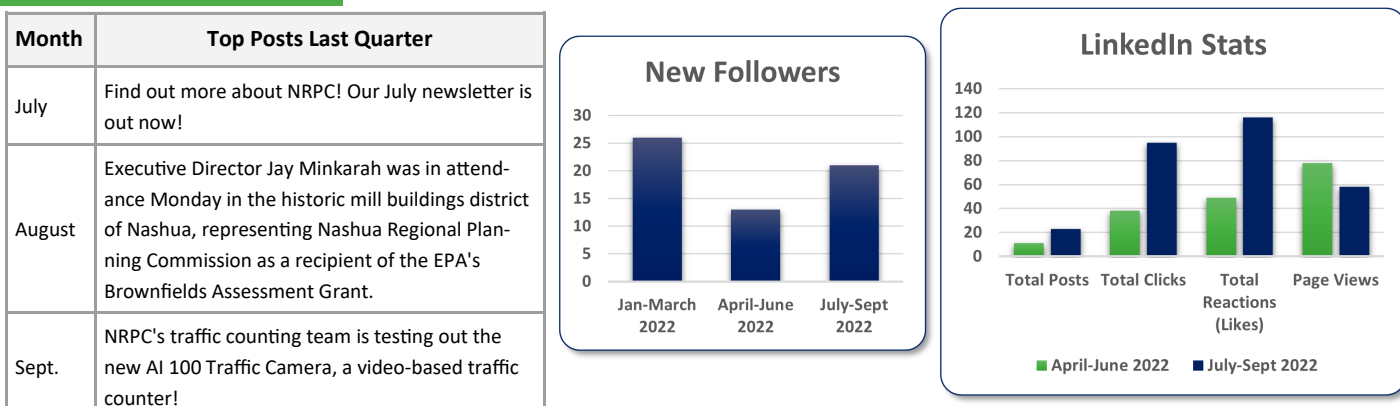
Total Followers (as of Sept. 30th): 530



Month	Top Tweets Last Quarter
July	No cost programs for NH small businesses. nhsbdc.org
August	Executive Director Jay Minkarah was in attendance Monday representing NRPC as a recipient of the EPA Brownfields Assessment Grant.
Sept.	#smallbusinesses NH Small Business Development Center needs your input!

LINKEDIN

Total Followers (as of Sept. 30th): 245





Executive Director Performance Evaluation Process

Comments on the draft form:

The draft form shows a different approach than the current form. The approach includes four aspects:

- 1.) Cover the duties of the Director to the Commission and the Staff in 2 Goals. This is very important but want to keep it to two goals and not make that the sole focus for the Director.
- 2.) Then focus the Director to 1 and optionally up to 2 more Goals for the calendar year. This is where the Executive Committee can be a bit agile and adjust for the challenges of the upcoming year.
- 3.) This approach introduces others on the Staff to the evaluation process. It will provide the Executive Committee and Director some feedback we have not been getting with the old form and process. This feedback can help to further the Director's professional development and give the EC insight on successes or concerns we won't normally see.
- 4.) The last aspect is related to how the Commission can help the Director develop professionally. The new form introduces 1 or 2 development goals the EC can approve and encourage the Director to complete. Supporting the Director's development will provide our communities with an even more valuable Director who can then further support the overall goals of the Commission and MPO.

Summary of Process:

The Director's evaluation process is intended to include the Director (ED), Executive Committee (EC), and up to three members of the Commission's staff.



Executive Director Performance Evaluation Process

When including staff, it is encouraged to include the Assistant Director, Finance Director, and at least one other member of the staff. The intent for including staff member is to get an all-around view (360 degrees) of the Director's performance from the staff's perspective as they engage with the Director on a regular basis.

The process commences each calendar year in January and completes by September.

Throughout the year, the Executive Committee is encouraged to provide unsolicited feedback to the Director.

Timeline:

January:

(Early) The Chair of the EC will solicit feedback from the Director and Staff Members on the Director's performance using the approved evaluation form from May of the previous year. Feedback from the Director and Staff members to be returned to the Chair by the first week in February and then shared with the rest of the EC prior to the February EC meeting.

At the EC meeting in January, the EC will draft 1 to 3 specific goals for the Executive Director to achieve for that calendar year. Reaching a draft at this meeting will allow the EC to individually think over the goals for a month before approving and give the ED an indication of what the EC is thinking for that year. ED input on these goals is expected during this January discussion. That input should include draft Development goals for the ED and an understanding of any budgetary impacts to achieve those goals.

February:

At the EC meeting in February, the EC will complete discussion of the 1 to 3 specific goals for the ED and approve them. This provide the ED with the specific goals for that calendar year and can then be acting on them.



Executive Director Performance Evaluation Process

Also at that meeting, the Chair will ask the EC members to write up and provide their evaluation of the ED on the form from the previous year. Those inputs to be provided to the Chair by the March EC meeting. The EC can use the inputs from the ED and staff in their own evaluation.

March:

At the EC meeting in March, the Chair will confirm all comments have been received from the EC members.

The Chair will then pull the comments together, summarize the comments for the EC's overall evaluation, and provide both the summary and individual EC member comments to all members of the EC. This to be completed by the end of March.

The Chair will also schedule a non-public meeting in April to review all comments and hopefully conclude the ED's evaluation preparation. The meeting may coincide with the April EC meeting. Subsequent non-public meetings may be needed if no conclusion is reached at the first.

April:

The EC will hold its non-public meeting to complete preparation of the ED's evaluation and decide on any changes to the ED's compensation as appropriate. Follow-on non-public meetings may be scheduled if necessary with the goal to complete the activity in April.

May:

(Early) The Chair will discuss the ED's evaluation on the prior year's performance, goals for the current year, and compensation with the ED. Impacts to the budget by any changes to the ED's compensation and potentially from the ED's development goals (conference fees, college level courses, etc.) will be discussed so they can be rolled into next fiscal year budget proposal for the full Commission.



Executive Director Performance Evaluation Process

July:

Any compensation changes for the ED take effect for the first pay period of the new fiscal year.

September:

(Early) The Chair and ED discuss current calendar goals. Discussion to include progress, any suggested changes or updates, and review any questions that may arise. If changes are desired, the EC will review those at their September meeting and may adjust the goals for that calendar year at that time.



Executive Director Performance Evaluation

Evaluation Year: _____

Name of Reviewer: _____

Date of Review: _____

Ratings: Below is an explanation of the rating values to be used.

- **Exceptionally Satisfied = Outstanding** - Exemplary performance far exceeding expected performance. This rating is reserved for performance deserving special recognition. Comments are required for this rating.
- **Very Satisfied = Exceeds Expectations** - Performance generally exceeds the level normally expected. Performance is consistently above average and is never less than satisfactory.
- **Satisfied = Meets Expectations** - Generally performance is satisfactory in both quantity and quality of work. Performance may occasionally exceed or fail to meet expectations.
- **Unsatisfied = Below Expectations** - Unacceptable performance requiring immediate attention. Performance consistently fails to meet performance standards. Failure to make improvement may result in termination. Comments are required for this rating.
- **Cannot Assess = Not Applicable (NA)** – Do not have sufficient insight to provide a rating.

Note: Comments are requested or required for each Goal.



Executive Director Performance Evaluation

1. Organizational Responsibilities					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
How satisfied are you that the Executive Director has successfully fulfilled their duties to manage the operations of the Commission and MPO as outlined in Article IX of the Bylaws of the NRPC?					
Reviewer Comments:					



Executive Director Performance Evaluation

2. Personnel Responsibilities					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
How satisfied are you that the Executive Director has successfully managed the Commission and MPO staff including but not limited to hiring, morale, compensation, and professional development?					
Reviewer Comments:					



Executive Director Performance Evaluation

3. Specific Goal for this Year 1					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee with Director input will decide on and include a specific performance goal for this rating year.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

4. Specific Goal for this Year 2					
Optional Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee with Director input will decide on and include a specific performance goal for this rating year. This is optional and at the discretion of the Executive Committee.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

5. Specific Goal for this Year 3					
Optional Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee with Director input will decide on and include a specific performance goal for this rating year. This is optional and at the discretion of the Executive Committee.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

6. Development Goal for this Year 1					
Required Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee will review and approve a specific development goal for the Director. Director input strongly encouraged as this is intended to increase the skill level or gain new skills for the Director. Approval of this goal by the Executive Committee includes approval for any expenses that could be incurred.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

7. Development Goal for this Year 2					
Optional Goal	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	Cannot Assess
<i>Executive Committee will review and approve a second optional and specific development goal for the Director. Director input strongly encouraged as this is intended to increase the skill level or gain new skills for the Director. Approval of this goal by the Executive Committee includes approval for any expenses that could be incurred.</i>					
Reviewer Comments:					



Executive Director Performance Evaluation

Overall Assessment of the Executive Director					
	Exceptionally Satisfied	Very Satisfied	Satisfied	Unsatisfied	
<i>Executive Committee will provide an overall rating of the Director. All other reviewers may but are not required to provide an overall rating.</i>					
Overall Comments (required , Reviewers may include any detail as it relates to the Director's performance and/or development):					
Summary of Performance (optional):					
Affirmation of Strengths and Achievements (optional):					



Executive Director Performance Evaluation

Discussion of Gaps (optional):

Suggestions for Professional Development (optional):