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Retirement Administrator



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MENDOCINO COUNTY
EMPLOYEES' RETIREMENT ASSOCIATION
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Date: January 19, 2016
To: Board of Retirement
From: James Wilbanks, Retirement Administrator
Subject: Retirement Administrator Evaluation Policy and Form

Attached you will find a DRAFT Retirement Administrator Evaluation Policy and Form for your consideration.

To refresh your memory, the Board discussed the Retirement Administrator Evaluation at the November 2015 Meeting. The Board began by reviewing the existing evaluation form and reported back in December 2015 with no significant comments or changes from individual Trustees.

During the December 2015 Meeting, I asked the Board to refer the matter to me for review. The Board directed me to review the policy and evaluation form and to collect other evaluation forms for comparison.

The most significant change to the evaluation form is to align it with the 2016 Strategic Plan, which is critical for a strategic plan to be well integrated into an organization. Additionally, I attempted to scale down and simplify the evaluation form, relying more on comments from Trustees than marking boxes and assigning values.

The proposed policy changes are changes to adopt the proposed form and clean-up of various issues in language.

I recommend the Board approve the presented policy and evaluation form attached.

**MENDOCINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
RETIREMENT ADMINISTRATOR PERFORMANCE EVALUATION POLICY**

I. ~~BACKGROUND AND OBJECTIVES~~ PURPOSE

The Board of Retirement supervises the Retirement Administrator. Formal evaluation procedures and practices are ~~required~~ an important component of sound Board governance and management. This process shall be performed on an annual Fiscal Year basis or on another interval agreed upon between the Board of Retirement and the Retirement Administrator.

II. OBJECTIVES

The objectives of this policy are to:

1. Assist the Board in arriving at and communicating clear and meaningful goals and performance targets for the Retirement Administrator;
2. Ensure that the Retirement Administrator receives meaningful, objective and timely feedback that will allow the Retirement Administrator to perform, over time, at the highest levels possible; and
3. Enable the Board to hold the Retirement Administrator accountable for performance.

III. ROLES

1. The Board will be responsible for evaluating the performance of the Retirement Administrator.

~~2.~~

- ~~3.~~2. The Chair and Vice Chair will be responsible for coordinating the evaluation process. The Board may use a third party to facilitate the process.

IV. POLICY GUIDELINES

Process and Timelines

1. The Retirement Administrator will discuss the following items with the Chair and Vice Chair during May of each year:
 - a. Proposed changes to the Retirement Administrator evaluation criteria for the current ~~F~~fiscal ~~Y~~year;
 - ~~b.~~ Proposed ~~weights for each of the above criteria; and~~
 - ~~c.~~b. Proposed CEO Evaluation Form for the current Retirement Administrator evaluation criteria for the next Ffiscal Yyear.
- ~~2.~~ ~~Criteria for evaluating the performance of the Retirement Administrator will fall into seven categories:~~

**MENDOCINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
RETIREMENT ADMINISTRATOR PERFORMANCE EVALUATION POLICY**

- ~~a.—Achievement of performance targets established for the System as a whole;~~
- ~~b.—Implementation of Board policies and associated reporting to the Board;~~
- ~~c.—Overall leadership and development of the organization;~~
- ~~d.—Ability to address special developments or situations that may arise;~~
- ~~e.—Direction and oversight of the investment program;~~
- ~~f.—Other criteria that the Board may determine to be appropriate;~~
- ~~g.—Overall evaluation.~~

3.2. The Board will attempt to ensure that the evaluation criteria:

- a. Are objective and measureable; and
- b. Pertain only to outcomes over which the Retirement Administrator has a reasonable degree of control.

4.3. The Chair will distribute the Retirement Administrator Evaluation Package to each member of the Board in May. The Evaluation Package will include copies of the Evaluation Form, Retirement Administrator Charter and the Retirement Administrator's self-evaluation. The Retirement Administrator's self-evaluation report is designed to assist the Board in the evaluation process. It should describe the extent to which the Retirement Administrator believes the evaluation criteria were met over the past year, as well as all relevant supporting data. The report may also describe any additional accomplishments during the year.

5.4. The Board shall treat this material as confidential. Completed evaluation packages will be returned to the Chair or the designated third party within the time frame specified. The Chair will ensure that all data is tabulated and summarized and treated as confidential ~~until released to the Board.~~

6.5. Evaluation of the Retirement Administrator will be completed by June of each fiscal year. The evaluation process itself will be conducted in ~~executive-closed~~ session. The Chair will distribute a summary of the completed Retirement Administrator evaluation data and invite discussion by the Board. At the conclusion of discussion, the Retirement Administrator will join the Board in closed session for review and discussion of his/her performance along with any suggestions for improvement.

7.6. Upon completion of the Retirement Administrator Evaluation Form, the Chair and the Retirement Administrator will sign the Evaluation Form and cause it to be placed in the Retirement Administrator's personnel file.

Documentation

**MENDOCINO COUNTY EMPLOYEES' RETIREMENT ASSOCIATION
RETIREMENT ADMINISTRATOR PERFORMANCE EVALUATION POLICY**

-The Retirement Administrator Form may take the format the Board deems appropriate, but must allow Board members an opportunity to provide general comments.

Compensation

-The Board of Retirement may consider the Retirement Administrator's Compensation at the time the annual performance evaluation is conducted or as soon as possible after the evaluation is delivered to the Retirement Administrator.

V. POLICY REVIEW

The Board will review this policy at least every three years to ensure that it remains relevant and appropriate.

VI. POLICY HISTORY

-This policy was approved by the Board of Retirement on September 19, 2012.

This policy was reviewed and amended by the Board of Retirement on January 19, 2016

~~**VII. CERTIFICATION**~~

~~8. I, the undersigned, the Retirement Administrator of the Mendocino County Employees' Retirement System, hereby certify the adoption of this policy.~~

Richard A. White, Jr.

Retirement Administrator

Date

Mendocino County Employees' Retirement Association
Retirement Administrator Performance Review

Employee Name: James Wilbanks
Employee ID: 3472
Job Title: Retirement Administrator
Department: Retirement
Evaluation Performed by: Board of Retirement
Evaluation Period FROM: January 5, 2015
Evaluation Period TO:

The Retirement Administrator is evaluated on the following criteria:

- 1. Progress on Organizational Objectives**
 - Timely benefit delivery, 100% funded by 2040, 95% Client Approval, State of the art technology.
- 2. Strategic Leadership**
 - Strategic planning and vision, Budget development and implementation, Risk management, Continuous improvement.
- 3. Board Relations and Support**
 - Policy focused governance model, High performing team environment for Board, Policy development and compliance, Management of other experts, Board education.
- 4. Communications**
 - Board communications, Client communications, Stakeholder relations, Public outreach.
- 5. Organizational Management**
 - Manages staff, Conducts self with highest ethics, Creates team environment, Encourages others to excel, Accessibility to staff.
- 6. Investment Program**
 - Monitors investment managers and portfolio performance, Helps to mature the program, Pursues efficiencies.

Mendocino County Employees' Retirement Association
Retirement Administrator Performance Review

Performance Criteria	Unsatisfactory 1	Needs Improvement 2	Meets Expectations 3	Exceeds Expectations 4	Unable to Assess UA
1. Progress on Organizational Objectives <ul style="list-style-type: none"> 100% timely benefit delivery, 100% funded by 2040, 95% Client Approval, State of the art technology. 					
2. Strategic Leadership <ul style="list-style-type: none"> Strategic planning and vision, Budget development and implementation, Risk management, Continuous improvement. 					
3. Board Relations and Support <ul style="list-style-type: none"> Policy focused governance model, High performing team environment for Board, Policy development and compliance, Management of other experts, Board education. 					
4. Communications <ul style="list-style-type: none"> Board communications, Client communications, Stakeholder relations, Public outreach. 					
5. Organizational Management <ul style="list-style-type: none"> Manages staff, Conducts self with highest ethics, Creates team environment, Encourages others to excel, Accessibility to staff. 					
6. Investment Program <ul style="list-style-type: none"> Monitors investment managers and portfolio performance, Helps to mature the program, Pursues efficiencies. 					
Overall Performance					

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Retirement Administrator Performance Review

Trustee Comments:



Evaluator Name: _____

Date: _____