



MEMORANDUM

To: MCWD Board of Managers

From: James Wisker

Date: April 9, 2018

Re: Quarter 1, 2018 – District Administrator Performance Review

Purpose:

To frame the first quarter performance review of the District Administrator, scheduled for April 12, 2018, which will focus on:

- Performance to date since March 1, 2018
- Goal and expectation setting for the 2nd – 4th quarters

Background:

On April 12, 2018 a quarterly performance review of the District Administrator is scheduled. As discussed at the February 9, 2018 Board Retreat, and outlined in the February 22 transition documents and Employment Agreement, the Board of Managers and District Administrator will work in partnership to:

- Set clear performance expectations
 - Work accomplishments, priorities, deliverables, timelines, etc.
- Frequently assess performance
 - Emphasis on mutually daylighting issues and identifying solutions
- Recalibrate on an ongoing basis
 - Future goals, expectations and priorities

April 12 Meeting:

Managers are asked to come to the April 12 Meeting prepared to discuss:

- Administrator performance since March 1
- Goals, expectations and indicators of performance for the 2nd – 4th quarters

To facilitate the discussion, in advance of the meeting information across these two areas will be provided by the Administrator to the Board of Managers under separate cover.

We collaborate with public and private partners to protect and improve land and water for current and future generations.

Next Steps:

Following the April 12 discussion, the Administrator will work with the Board of Managers to document the assessment of first quarter performance, and refine goals and expectations for the 2nd – 4th quarter.

A second quarter review will be scheduled early in July 2018.

If there are questions in advance of the meeting, please contact: James Wisker at Jwisker@minnehahacreek.org or 952-641-4509

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