

**Agenda Item Number:**

**ORANGE COUNTY BOARD OF HEALTH  
AGENDA ITEM SUMMARY**

**Meeting Date:** October 28, 2015

**Agenda Item Subject:** Health Director Annual Review

**Attachment(s):** Board of Health Policy III.B.d

**Staff or Board Member Reporting:** Susan Elmore

**Purpose:**     \_\_\_ Action  
              \_\_\_ Information only  
              X Information with possible action

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**Summary Information:**

Per Board of Health Policies and Procedures (Policy III.B.d), the Board completes a required annual review of the health director's performance in accordance with the Statutory Requirement in GS130A-41.

The purpose of this discussion is to determine this year's process for the annual review, with guidance available in the attached policy for the information flow and input into the performance evaluation.

The annual review will occur during closed session at the November 2015 meeting.

**Recommended Action:**   \_\_\_ Approve  
                                  \_\_\_ Approve & forward to Board of Commissioners for action  
                                  \_\_\_ Approve & forward to \_\_\_\_\_  
                                  \_\_\_ Accept as information  
                                  \_\_\_ Revise & schedule for future action  
                                  X Other (detail): **Determine annual review process and solicit board members to carry out tasks as needed.**

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Board of Health Policy and Procedures Manual**

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**Section III: Board Processes**  
**Process B: Supplemental Processes d. Annual Performance Review Process for Health Director**  
Reviewed by: Board of Health  
Approved by: Board of Health, Health Director

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## **Annual Performance Review Process for Health Director**

### **Purpose**

*To provide the Board with a process for accomplishing the required annual review of the health director's performance in accordance with the statutory requirement GS 130A-41.*

### **Guidelines:**

1) Orange County Personnel Policies are followed in conducting this review.

Steps in the standard process are:

- Preparation of an annual work plan by the employee and supervisor.
- Preparation of performance notes at the end of the plan year that relate to the objectives contained in the work plan.
- A conference between the employee and the supervisor regarding the employee's performance for the year.
- Supervisor prepares a Work Planning and Performance Summary after the conference which outlines the findings of the discussion and makes the final recommendation as to performance.
- Supervisor forwards all paperwork to Human Resource Director.

2) In the case of the Health Director, the "supervisor" of the Director is the entire Board. The Chair assumes the responsibility of managing the information flow and input into the performance evaluation. This may include the formation of an ad-hoc committee to assist in the completion of the performance evaluation.

1. The Health Director prepares performance notes relevant to the year and emails them to all Board members.
2. The Chair schedules a meeting with the County Manager to obtain input on the Health Director's performance.
3. The Chair may or may not solicit additional feedback, including from senior management staff and direct reports at the Health Department through electronic or in-person methods each year. A 360° evaluation should be conducted at least every 5 years.
4. The Chair presents these findings to the full Board at a closed session of the Board and a general discussion of performance is then held. The Board reaches agreement on a recommendation and then the health director is called into the room and the Chair guides the discussion by Board members.
5. The Board is required to keep minutes during the closed session, including any motions made and actions resulting from such motions and transmit them to the Secretary (Health Director) for the permanent record.
6. Board members indicate changes they would like to see included in the following year's work plan and those areas are discussed with the Health Director in the meeting.

Following the meeting, the Chair writes the performance summary, finalizes the paperwork, obtains the Health Director's signature and sends it to the Human Resources Director for the County. The

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Human Resources Director processes the remaining paperwork. The goal should be to have the performance review complete within 30 days of the hiring date anniversary.