

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Sitting/Acting as (if applicable) Policy Session Worksheet

**Presentation Date:** 8/7/18      **Approx. Start Time:** 10:30AM      **Approx. Length:** 20 Minutes

**Presentation Title:** Planning the 360 Survey for Don Krupp's Performance Evaluation

**Department:** Human Resources

**Presenters:** Jeri Oswalt

**Other Invitees:** Evelyn Minor Lawrence

### WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?

1. Review the survey to determine if these are still the correct questions.
2. Review the list of survey participants to determine if these are still the correct participants.
3. Propose replacement questions or participants if needed. New questions or changes must be agreed upon by the Board of County Commissioners.

### EXECUTIVE SUMMARY:

Practice is to include a 360 degree survey as a part of the performance review process for the Board of County Commissioner's Direct Reports. This survey is conducted annually by the consulting firm HR Answers, NW. The purpose is to gain input from direct reports, Department Directors and colleagues outside the County. In this case City Managers or similar.

Discussion of progress on goals and a determination that the incumbent is, or is not meeting the expectations of the position are included in this process. Additionally, expectations are clarified and expectations/goals set for the coming review period. The actual Evaluation will be conducted in Executive Session on October 2<sup>nd</sup>, 2018.

If new questions are requested HR staff will review for a direct correlation with the Classification, Job Description or goals. If there is no correlation the issue should be considered in setting expectations so that it may be measured in the next cycle.

### FINANCIAL IMPLICATIONS (current year and ongoing):

Is this item in your current budget?     YES       NO

What is the cost? \$4,400.00

What is the funding source? County Administration

### STRATEGIC PLAN ALIGNMENT:

- How does this item align with your Department's Strategic Business Plan goals?

Human Resources has a Strategic Goal that by 2021, 80% of employees are having performance conversations.

- How does this item align with the County's Performance Clackamas goals?

N/A

**LEGAL/POLICY REQUIREMENTS:**

Per County Ordinance, every County employee at every level is required to have a summary of performance documented at least once a year.

Employee Policy and Practice (EPP) #35  
Personnel Ordinance 2.05.120 – Performance Evaluation

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

Survey is also sent out to City Managers of jurisdictions within Clackamas County

**OPTIONS:**

1. No Change – Keep the same survey questions and list of Participants
2. Add or delete questions. New questions must have a direct correlation to previously communicated expectations.
3. Discontinue use of the survey.

**RECOMMENDATION:**

Staff respectfully requests guidance or approval from Board of County Commissioners on use of current survey questions and current list of survey participants.

**ATTACHMENTS:**

1. Survey as conducted in 2017
2. List of those invited to participate in the survey in 2017
3. Timeline for 360 Survey process

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_ JO \_\_\_\_\_  
Department Director/Head Approval \_\_\_\_\_ EML \_\_\_\_\_  
County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Angelica @ 503-655-8253



**Clackamas County Commission; Review of County Administrator 2017**

**Welcome**

**The Clackamas County Commissioners are seeking your assistance in completing a comprehensive evaluation of Don Krupp, Clackamas County Administrator.**

**We would appreciate your time to provide feedback to the following questions. We anticipate the survey will take 30-45 minutes to complete. Information you supply is confidential and will be summarized into common themes for reporting purposes.**

**If you would prefer to provide your feedback in writing or through conversation please contact Laurie Grenya with HR, Answers at 503-885-9815. She will be happy to help you.**

**Again, our greatest appreciation for your time and input,**

**Chair Jim Bernard  
Commissioner Sonya Fischer  
Commissioner Ken Humberston  
Commissioner Paul Savas  
Commissioner Martha Schrader**



**Clackamas County Commission; Review of County Administrator 2017**

**County Administrator - Job Description**

**Please use the job description as a guide in answering the following questions. The County Administrator manages the activities of the County by implementing the policies and goals of the Board of County Commissioners. The incumbent is responsible for coordinating**

**operations between independent departments, county service districts and statutory entities and for providing advice and policy recommendations to the Board. The County Administrator oversees appointed department, district and entity directors and assists in the development of plans and objectives that support County goals.**



Clackamas County Commission; Review of County Administrator 2017

## Organizational Responsibilities

**\* 1. Vision, Mission & Strategy:**

How satisfied are you that the County Administrator has a clear understanding of the mission and strategy of the County and is playing a key role in translating that mission into realistic action?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

I have had little or no interaction with the County Administrator that would allow me to provide an answer.

2. Please provide an explanation of your answer above.

**\* 3. Achievement of Results:**

How satisfied are you that the County Administrator has accomplished the objectives and priorities for this performance period?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

I have had little or no interaction with the County Administrator that would allow me to provide an answer.

4. Please provide an explanation of your answer above.

**\* 5. People Management:**

How satisfied are you that the County Administrator has selected and developed qualified staff and built morale among staff and customers?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

6. Please provide an explanation of your answer above.

**\* 7. Program Management:**

How satisfied are you that the County Administrator has appropriate knowledge of County programs and services and provides suitable guidance and input for consideration?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

I have had little or no interaction with the County Administrator that would allow me to provide an answer.

8. Please provide an explanation of your answer above.

**\* 9. Fiscal Management:**

How satisfied are you that the County Administrator is knowledgeable regarding financial matters, and has established a system that allows for informed financial decisions?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

10. Please provide an explanation of your answer above.

**\* 11. Operations Management:**

How satisfied are you that the County Administrator has suitable systems, policies and processes in place for managing risk, budgets, personnel, and information technology?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

I have had little or no interaction with the County Administrator that would allow me to provide an answer.

12. Please provide an explanation of your answer above.

**\* 13. Commission Relationship:**

How satisfied are you that the County Administrator has worked effectively to maintaining good communications and a collegial, professional environment?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

14. Please provide an explanation of your answer above.

**\* 15. External Liaison and Public Image:**

How satisfied are you that the County Administrator maintains a position professional reputation in the local community and cultivates effective relationships with public officials, customers and other relevant parties?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied

I have had little or no interaction with the County Administrator that would allow me to provide an answer.

16. Please provide an explanation of your answer above.

**\* 17. Other Expectations:**

How satisfied are you that the County Administrator has responded appropriately to unanticipated or difficult situations?

- Very Satisfied
- Satisfied
- Neutral
- Unsatisfied
- Very Unsatisfied
- I have had little or no interaction with the County Administrator that would allow me to provide an answer.

18. Please provide an explanation of your answer above.



Clackamas County Commission; Review of County Administrator 2017



19. What are three (or more) significant strengths of the County Administrator as a leader?

20. What are the areas in which the County Administrator would most benefit from additional development of skills or knowledge?

21. In what ways does the County Administrator make a unique contribution to the organization because of the person he is?

## **Attachment 2 – List of Survey Participants**

### **Group 1 – Commission**

Jim Bernard: [JBernard@co.clackamas.or.us](mailto:JBernard@co.clackamas.or.us)  
Ken Humberston: [KHumberston@co.clackamas.or.us](mailto:KHumberston@co.clackamas.or.us)  
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Paul Savas: [PSavas@co.clackamas.or.us](mailto:PSavas@co.clackamas.or.us)  
Sonya Fischer: [SonyaFischer@co.clackamas.or.us](mailto:SonyaFischer@co.clackamas.or.us)

### **Group 2 – Direct Reports**

Caroline Hill: [carolinehill@co.clackamas.or.us](mailto:carolinehill@co.clackamas.or.us)  
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Julie Larson: [JLarson@co.clackamas.or.us](mailto:JLarson@co.clackamas.or.us)

### **Group 3 – Department Heads**

Dan Johnson: [danjoh@co.clackamas.or.us](mailto:danjoh@co.clackamas.or.us)  
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Stephen Madkour: [smadkour@co.clackamas.or.us](mailto:smadkour@co.clackamas.or.us)  
Acting Finance Manager: *To Be Determined*

#### **Group 4 – Outside Parties**

Denise Carey – Estacada: [carey@cityofestacada.org](mailto:carey@cityofestacada.org)

Bryan Cosgrove – Wilsonville: [cosgrove@ci.wilsonville.or.us](mailto:cosgrove@ci.wilsonville.or.us)

Dan Huff – City of Molalla: [DHuff@cityofmolalla.com](mailto:DHuff@cityofmolalla.com)

Eileen Stein – West Linn: [estein@westlinnoregon.gov](mailto:estein@westlinnoregon.gov)

Jason Tuck – Happy Valley: [jason@happyvalleyor.gov](mailto:jason@happyvalleyor.gov)

Ann Ober – Milwaukie: [obera@milwaukieoregon.gov](mailto:obera@milwaukieoregon.gov)

Rick Robinson – Canby: [robinsonr@canbyoregon.gov](mailto:robinsonr@canbyoregon.gov)

Seth Atkinson – Former City Manager of Sandy: [satkinson@cityofsandy.com](mailto:satkinson@cityofsandy.com)

Kim Yamashita – Sandy: [kyamashita@cityofsandy.com](mailto:kyamashita@cityofsandy.com)

Sheri Richards – Rivergrove: [sheri@cityofrivergrove.com](mailto:sheri@cityofrivergrove.com)

Scott Lazenby – Lake Oswego: [slazenby@ci.oswego.or.us](mailto:slazenby@ci.oswego.or.us)

Sherilyn Lombos – Tualatin: [slombos@ci.tualatin.or.us](mailto:slombos@ci.tualatin.or.us)

Eric Swanson – Former City Manager of Gladstone: [swanson@ci.gladstone.or.us](mailto:swanson@ci.gladstone.or.us)

Jackie Betz – Gladstone: [betz@ci.gladstone.or.us](mailto:betz@ci.gladstone.or.us)

Tony Konkol – Oregon City: [tkonkol@orcitey.org](mailto:tkonkol@orcitey.org)

### **Attachment 3 – Timeline for 360 Assessment to Accompany Don Krupp’s Performance Documentation**

1. Complete survey review and revision by 8/10 (County desired edits will need to be at HRA by close of business 8/8)
2. Survey launch and open for response 8/13-8/31 (we publish two weeks and have always needed to extend by one additional week)
3. Compile data, draft and finalize report 9/3-9/14
4. Deliver final report to HR for preparation for October 2 meeting 9/18
5. Review of report and findings with Board and Mr. Krupp 10/2