

HATC Action Item 6B
October 4, 2018

Resolution No. HATC -2018-13: To Approve the Personnel Evaluation Template recommendations from Woollard Nichols and Associates and;

WHEREAS, Performs evaluation and assessment, particularly regarding executive staff members, is critically important component of governance; and

WHEREAS, The current Employment Agreements for the CEO/Executive Director are within the 3rd and final year and warrant substantial review for improvements, modifications, and the like; and

WHEREAS, Developing clear compensation and classification parameters is consistent with Goal 7 of HATC's Board-adopted Strategic Plan, as it relates to creating a *"positive, ethical work environment where everyone is accountable, capable and mission focused, and where there are clear and open lines of communication."*

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of HATC hereby:

1. Approves Resolution No. HATC-2018-13,
2. Authorizes the CEO/Executive Director to execute all necessary documents and extensions.

Passed and approved the 4th day of October 2018.

Ann Denton, Chair, Board of Commissioners

Attested and approved as to form:

Patrick B. Howard, CEO/Executive Director

HATC Action Item 6B
October 4, 2018

Resolution No. HATC-2018-13: To Approve the Executive Director Personnel Evaluation Template recommendations Woollard Nichols and Associates

Background Information:

During, and subsequent to the most recent performance evaluation appraisals conducted for the CEO/Executive Director in January and March 2018, respectively, the HATC Board expressed a strong interest in improving the process for assessing and awarding the annual performance of CEO/Executive Director, particularly in of the fact that the agency was entering in Year Three of adopted Three-Year Employment Agreements. Staff was given the directive to enlist the help of a trusted outside "3rd party" individual/entity who would conduct a thorough analysis of the aforementioned, and subsequently offer specific, thoughtful, viable recommendations for modifying/improving the performance evaluation/compensation process based on best practices and industry norms, in light of the feedback provided by Board members both individually and collectively. Woollard Nichols and Associates – an organization very familiar with the inner workings of HATC, was selected to complete this important task.

Requested Action:

Consideration and appropriate action regarding Resolution No. HATC-2018-13, To Approve the Executive Director Personnel Evaluation Template recommendations Woollard Nichols and Associates

Alternate Option:

The Board of Commissioners could elect to Not Approve the proposed recommendations.

Fiscal Impact:

TBD

Attachments:

- A. Draft Employee Evaluation Tool

Prepared and Approved by:

Patrick Howard

Patrick B. Howard, *CEO/Executive Director*

Strategic Performance Metrics
(Based on Board's 2018 Strategic Action Plan)

These metrics are based on the Board's 2018 Strategic Action Plan

Increase the number of housing units that are affordable to 30% AMI by X%

- How many of these units existed in 2015, 2016, and 2017?
- Base increase on history of those numbers

Increase VA vouchers by 20% or 3 people in 2019

- Historical information shows 0 were given in 2015 and 15 were given each year in 2016, 2017, and 2018.

Formal analysis of the current Travis County fair housing policy is shared with the board

Status and recommendations for future action presented to the Board regarding Eastern property.

Status and recommendations for future action presented to the Board regarding land in Manor.

Contracting procedures and personnel policies have been reviewed and recommendations for improvement have been presented to the board.

HATC secures representation on the TC Fair Housing Policy committee

Meeting held with HACA regarding structural and jurisdictional issues.

Joint work session held with TC Commissioners to discuss fair housing and transportation.

Meeting held with all TC Commissioners to education them on the work of HATC and SHFC

These metrics are based on the larger set of strategic goals

X% of residents participate in a self-sufficiency program

- # and % of residents that participated in these programs in 2015, 2016, 2017
- Base % on increase of historical numbers

X% of revenue is non-federal and flexible

- What percent of revenue met this definition in 2015, 2016, 2017?
- Base goal on small increase of historical percentages

Other metrics to consider:

A Public Housing Assessment System score over 90.

HATC project included in Tier I of the Austin/Travis County HUD CoC consolidated application.

HATC receives a SEMAP overall performance rating of high.