



Mission: To safely connect people to places

CEO Annual Performance Evaluation

Evaluation Period:

Fiscal Year 2019

Evaluator's Name:

JANET C. LONG

INSTRUCTIONS

The CEO Performance Evaluation is comprised of two parts:

- 1) PSTA's Performance Counts Scorecard - **Completed**
- 2) Board review of CEO's adherence to PSTA's Guiding Principles

The performance scorecard system approved by the PSTA Board in 2017 has a simplified Board Evaluation that is focused on **"how" the CEO did his job**. The Performance Counts scorecard measures **"what"** the CEO did.

This evaluation form presents the opportunity to review the CEO's adherence to PSTA's five Guiding Principles. Each Principle is worth up to a maximum of 5 points, for a total of 25 points towards the CEO's complete evaluation.

Scoring Scale

1 = Does not exhibit this principle

The incumbent does not act in accordance with this Guiding Principle and/or demonstrates an unacceptably poor level of competency in the evaluation area, and may actually be doing things that negatively affect others' performance or put PSTA at risk. Significant improvement in the short-term is required.

2 = Improvement needed to adhere to this principle

The incumbent infrequently acts in accordance with this Guiding Principle, or displays a level of competency in the evaluation area that requires improvement. Additional training, experience or application is required.

3 = Acceptable level of exhibiting this principle

The incumbent acceptably acts in accordance with this Guiding Principle while demonstrating proficiency in the evaluation area. This rating describes the employee whose overall adherence to this principle meets expectations.

4 = Consistently exhibits this principle

The incumbent consistently acts in accordance with this Guiding Principle while demonstrating a high level of proficiency in the evaluation area. This rating describes the employee who has surpassed expected results.

5 = Outstanding role model of these characteristics

The incumbent acts in accordance with this Guiding Principle in an exemplary fashion, and additionally in ways that positively impact PSTA performance and culture.

When completed, please sign and date the form and forward it to the Board Chairperson. The individual forms and other agenda materials will be included in the public record.

For the rater's convenience, the scoring scale appears on each of the following pages.

PSTA'S GUIDING PRINCIPLES




We recognize that our success as an organization, and our role in the community, must be built on a foundation of trust. In that spirit, our actions and decisions are guided by these principles.

1. We operate with honest and transparent communications
2. We invite robust debate and listen to each other's ideas
3. We take personal responsibility to design customer-focused solutions and own the results
4. We innovate and drive reliability, quality, and efficiency
5. We foster professional development and encourage each other to take initiative

EVALUATION

Please consider the accompanying questions, and provide one score for each Guiding Principle to reflect your assessment of the CEO's performance in that area.

Scoring Scale: 1 = Does Not Exhibit; 2 = Infrequently Exhibits; 3 = Acceptably Exhibits
4 = Consistently Exhibits; 5 = Outstanding Role Model

1. WE OPERATE WITH ACCURATE AND TRANSPARENT COMMUNICATIONS	
Please consider these questions and provide ONE score for this Guiding Principle	Score from 1 - 5
*Does the CEO behave and express himself in an open and honest manner? *Does the CEO provide accurate and complete information? *Does the CEO follow through on his commitments reliably and consistently? *Does the CEO work collaboratively with colleagues to achieve organizational goals? *Does the CEO ensure that important matters are shared with all appropriate parties?	
2. WE INVITE ROBUST DEBATE AND LISTEN TO EACH OTHER'S IDEAS	
Please consider these questions and provide ONE score for this Guiding Principle	Score from 1 - 5
*Does the CEO show respect for, and understanding of, diverse points of view? *Does the CEO listen to and consider ideas from others, even when different from his own, and ensure all sides are heard before reaching a conclusion? *Does the CEO solicit input from others, and involve others when making decisions that affect them? *Does the CEO establish and maintain relationships with a broad range of people to understand needs and gain support?	
3. WE TAKE PERSONAL RESPONSIBILITY TO DESIGN CUSTOMER-FOCUSED SOLUTIONS AND OWN THE RESULTS	
Please consider these questions and provide ONE score for this Guiding Principle	Score from 1 - 5
*Does the CEO develop clear goals that are consistent with agreed strategies? *Does the CEO take ownership for all responsibilities and outcomes? *Does the CEO consider all those to whom services are provided to be "customers" and deliver solutions to meet their needs? *Does the CEO listen to and anticipate the needs of our customers, offering proactive and flexible solutions? Does the CEO consider the positive and negative impacts of actions on others and on the organization?	

Scoring Scale: 1 = Does Not Exhibit; 2 = Infrequently Exhibits; 3 = Acceptably Exhibits
4 = Consistently Exhibits; 5 = Outstanding Role Model

4. WE INNOVATE AND DRIVE RELIABILITY, QUALITY, AND EFFICIENCY

Please consider these questions and provide ONE score for this Guiding Principle	Score from 1 - 5
<ul style="list-style-type: none"> *Does the CEO actively seek to improve programs and services? *Does the CEO promote and persuade others to consider new ideas? *Does the CEO take calculated risks on new and unusual ideas, and "think outside the box?" *Does the CEO offer new and different options to solve problems and meet organizational and customer needs? *Does the CEO generate and communicate a compelling organizational direction, inspiring others to pursue that same direction? 	5

5. WE FOSTER PROFESSIONAL DEVELOPMENT AND ENCOURAGE EACH OTHER TO TAKE INITIATIVE

Please consider these questions and provide ONE score for this Guiding Principle	Score from 1 - 5
<ul style="list-style-type: none"> *Does the CEO actively support professional development opportunities at PSTA? *Does the CEO keep abreast of new developments in leadership and the transit industry? *Does the CEO encourage and empower staff to take initiative, and make the right decisions for customers and PSTA? 	5

Total Guiding Principles Score

0

CONSOLIDATED SCORES

	Score	Weight	Final Score
Performance Counts Scorecard Year End Score	98	75%	73.5
Guiding Principles Score	0		0
CEO PERFORMANCE EVALUATION TOTAL SCORE			73.5

COMPENSATION MATRIX

Compare the CEO PERFORMANCE EVALUATION TOTAL SCORE with the Performance Increase Calculation Matrix to determine your Recommended CEO Pay Increase on the next page.

Evaluation Score Range	Merit Increase	
	Minimum	Maximum
0 - 59	0%	1%
60 - 69	1%	1.5%
70 - 89	1%	2.5%
90 - 100+	2%	3%

RECOMMENDED CEO PAY INCREASE

690*
Apr 500,000
2009
2010
2011
2012
2013
2014



\$ 30,000
\$ 190,000
\$ 203,000

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Signature

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Date

COMMENTS

It should also not go unnoticed that Brad has overseen the memorandum between PSTA and ~~the~~ TBARTA which has proven to be an incredible asset for TBARTA —

1. * 2. Nor should we underestimate the enormous amount of work it has taken us to get to this phase of obtaining our federal funds - which as you know, we already received our preliminary letter allowing us to move forward with construction —