

Information/Action Item

Personnel, Evaluation and Nominations Committee

Consideration of a charter for the Personnel, Evaluation and Nominations
(PEN) Committee

The PEN Committee reviewed the first draft of its charter at the February 22, 2013 meeting.

Committee members concluded that the draft needed revising to reflect the following responsibilities:

1. The Committee should develop procedures for the annual election of officers that are inclusive, ensuring that all Commissioners who are willing to serve as officers be considered for election;
2. The Committee should be responsible for developing the orientation process for new Commissioners and periodically reviewing the orientation process and materials; and
3. The charter should state that the Committee is responsible for analyzing and making a recommendation on the annual evaluation of the Executive Director's performance.

Here is the revised charter:

The Personnel, Evaluation and Nominations Committee is responsible for:

1. Developing and making recommendations to the Commission on the process for the annual review of the Executive Director's performance;
2. Collecting and preparing the information for the annual review of the Executive Director's performance, analyzing the information, and presenting recommendations to the Commission;
3. Developing an inclusive process for the annual election of Commission officers, ensuring that all Commissioners who are willing to serve as officers be considered for election; and
4. Developing the orientation process for new Commissioners, and periodically reviewing the orientation process and materials.

For reference, here is the original draft of the charter the Committee reviewed at the February 22, 2013, meeting:

The Personnel, Evaluation and Nomination Committee is responsible for:

1. Developing the process and collecting the information for the annual review of the Executive Director's performance;
2. Providing a list of candidates to be considered at the annual election of Commission officers.

Finally, Committee members also concluded that the Executive Director, rather than the Committee, should be responsible for identifying notable performance by Commission employees to be brought to the Committee's and the Commission's attention.

Responsible Person(s): Keith Yamanaka
Chief Deputy Director

Keri Tippins
General Counsel