

TREASURE COAST REGIONAL PLANNING COUNCIL

MEMORANDUM

To: Council Members AGENDA ITEM 9
From: Budget/Personnel Committee
Date: December 9, 2016 Council Meeting
Subject: Budget/Personnel Committee – Annual Review of Council’s Executive Director

Introduction

It is Council’s policy to provide a performance evaluation of the Executive Director at the December Council meeting each year. The Budget/Personnel Committee is charged with undertaking the evaluation and providing a recommendation for consideration of the entire Council. The Committee will meet at 9:00 a.m. prior to the December 9, 2016 Council meeting.

Background

On October 20, 2016, Council members were provided with a survey form for evaluating the performance of the Executive Director. Eight survey forms were returned to Council offices (attached). The survey will also be used by the Executive Director to gain a sense of what changes might be made to improve the organization and achieve its goals and mission.

At last year’s annual review of Council’s Executive Director, the Committee recommended to approve the continuation of employment of the Executive Director with a three percent merit increase for both the Executive Director and staff which took effect on January 1, 2016.

The Budget and Personnel Committee met again on July 7, 2016 to review Council’s proposed budget for FY 2016-2017. The proposed budget included a three percent merit increase for both the Executive Director and staff which Council approved at its July 15, 2016 meeting. The merit increase took effect on October 1, 2016.

Conclusion

The Budget/Personnel Committee will provide a recommendation at the December 9, 2016 Council meeting about the Executive Director’s continued employment with the Council.

Attachments

**Treasure Coast Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Michael J. Busha

Evaluation Period: January 2016 -- December 2016

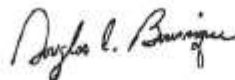
Ratings on Job Performance

- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

		Executive Director				
		5	4	3	2	1
1.	Represents the Council in a positive, professional manner	x				
2.	Accurately represents the goals and policies of the Council	x				
3.	Maintains a positive image and relationships with local, state and federal agencies	x				
4.	Promotes the Council and its services	x				
5.	Makes clear and concise recommendations to Council	x				
6.	Deals honestly and fairly with all parties	x				
7.	Exercises sound judgment in business transactions	x				
8.	Is respected by peers and leaders in the region	x				
9.	Is knowledgeable about regional issues	x				
10.	Provides good overall leadership for the Council	x				

Additional Comments:

Mike does a superb job.



Douglas C. Bournique

October 21, 2016

Date

**Treasure Coast Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Michael J. Busha

Evaluation Period: January 2016 – December 2016

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7.	Exercises sound judgment in business transactions	X				
8.	Is respected by peers and leaders in the region	X				
9.	Is knowledgeable about regional issues	X				
10.	Provides good overall leadership for the Council	X				

Additional Comments:

Don Bowen
Signature

10/22/2016
Date

(COUNCILMAN
CITY OF PORT ST
LUCIE)

**Treasure Coast Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Michael J. Busha

Evaluation Period: January 2016 – December 2016

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OCT 31 2016
TREASURE COAST
REGIONAL PLANNING COUNCIL

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10.	Provides good overall leadership for the Council		✓			

Additional Comments:

Pauline Burdick

Signature

10/22/2016

Date

**Treasure Coast Regional Planning Council
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Additional Comments: __Michael is a talented and dedicated RPC Director. He goes beyond what is required and gives public service the good name it deserves. I am proud to serve with him and his staff.



Signature
Michael L. Davis, Chairman

Date

**Treasure Coast Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Michael J. Busha

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Additional Comments:

Mike,
It was a real pleasure working with TCRC. You and your staff a remarkable group of professionals.

Jal Hades
 Signature

✓ *10-25-16*
 Date

**Treasure Coast Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Michael J. Busha

*Review by member
Michael Houston*

Evaluation Period: January 2016 – December 2016

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Additional Comments:

Michael continues to build a great team and to create a culture of excellence throughout that team. He is a very effective leader but still allows input and suggestions of the staff and of the council in executing his vision for the council and the organization. Another great year!

Michael Houston
Signature

10.22.16
Date

**Treasure Coast Regional Planning Council
Executive Director Annual Performance Review**

Executive Director: Michael J. Busha

Evaluation Period: January 2016 – December 2016

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Additional Comments:

Having recently served as the Chair for the TCRC, I was blessed to watch Michael perform as Executive Director. We are so much stronger as an Association due to his efforts & expertise. His impressive leadership style and soft handed approach make him invaluable. I left my term beyond impressed.

Joel Mowery
Signature

10/25/16
Date

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Additional Comments:

*I have been so fortunate to serve on the council.
The SCRA is a gem that should receive even more
attention and "kudos." The staff maps & information
learned is invaluable! Mike Busha will never
be "replaced." He is the best of leaders.*

[Handwritten Signature]

Signature

10/21/16

Date

*Thank you
for everything.
[Handwritten Signature]*