

Exhibit B:

PROCEDURE FOR ANNUAL PERFORMANCE REVIEW OF  
RTC EXECUTIVE DIRECTOR

The Commission shall perform performance reviews of the Executive Director every year consistent with the following procedures:

1. On an annual schedule to be determined by the Personnel Committee, the Executive Director shall prepare a self-evaluation, shall review achievement of prior goals and propose new goals for the upcoming year, and shall submit this material to the Commission at least two weeks prior to the performance review.
2. The Commission shall conduct the annual performance review in executive session with the Executive Director present; and, at its discretion, may also meet in executive session without the Executive Director present.
3. The Executive Director shall revise the written review form in response to the Commission's performance review and circulate it to all Commissioners for their review.
4. The Executive Director shall then complete the final written performance review for the signature of the Commission Chair.
5. The final performance review shall be submitted to the County Administrative Officer for incorporation into the County performance appraisal process, and to the Personnel Department for inclusion in the Executive Director's personnel file.