



# EXECUTIVE DIRECTOR EVALUATION PROCESS

SECTION  
MVFA-GEN

POLICY #  
015

## MICHIGAN VETERANS FACILITY AUTHORITY General

### PURPOSE

This document has been prepared for use by the Michigan Veterans' Facility Authority (MVFA) and is intended for internal use only. The purpose of this policy is to outline the parameters of the evaluation process for the MVH (Michigan Veteran Homes) Executive Director/CEO.

### SCOPE

Pursuant to MCL 36.103(1) the MVFA is an autonomous entity within the Department of Military and Veteran Affairs.

The MVFA is charged with providing oversight and governance of Michigan veteran homes and veterans' facilities in this State as set forth in MCL 36.103(2). The MVFA exercises its duties through a Board of Directors under MCL 36.105.

Pursuant to MCL 36.105(9), the Executive Director/CEO of the MVFA is exempt from the classified state civil service and is appointed by and serves at the pleasure of the Governor. The Executive Director/CEO for the MVFA is entitled to compensation as determined annually by the MVFA through its board. See MCL 36.105(1), (9).

The Board is authorized under the Act to develop its own policies and procedures. MCL 36.105(13).

As part of the oversight responsibilities as set forth generally in MCL 36.105, the board will evaluate the Executive Director/CEO on an annual basis. The board's specific objective for this activity is to provide guidance and assistance designed to help the Executive Director/CEO achieve the highest degree of leadership success. This evaluation will also be used to determine whether adjustments shall be made to the Executive Director/CEO compensation. The evaluation shall be advisory in nature and the information will be provided to Office of the Governor and to the Department of Military and Veterans Affairs Director upon adoption by the MVFA Board of Directors.

### DEFINITIONS

None.

### STANDARDS

Michigan Veterans' Facility Authority Act (PA 560 of 2016), MCL 36.101, et seq.

### GUIDELINES

1. The MVFA will use an alternating schedule to conduct the Executive Director's job performance: a standard, full performance review, and an abbreviated review.
2. The board will use the standard review every other year or whenever a board member requests the standard review. The board will use the abbreviated review in any year it does not conduct a standard review.

### STANDARD REVIEW

1. For the Standard Review, the chair of the MVFA will appoint a 3-person committee of board members to evaluate the Executive Director/CEO's job performance. This 3-person committee shall be known as the Executive Director Evaluation Committee. The chair shall be included in discussions and the decision-making process if not serving as a committee member. Board members will be given the opportunity to give input to the evaluation process at one of the board's regularly scheduled meetings that are open to the public. The 3-person committee shall take minutes of each meeting, whether recorded or through writing, and those



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meeting minutes shall be preserved and subject to production pursuant to the Freedom of Information Act, MCL 15.231, et seq., unless an applicable exemption applies. The committee will address the following areas:

- a. an evaluation of the Executive Director/CEO's overall job performance,
  - b. the establishment of new performance goals for the upcoming evaluation year, and
  - c. make a recommendation on whether adjustments to the Executive Director/CEO's annual compensation are required.
2. EXECUTIVE DIRECTOR/CEO SELF APPRAISAL: No later than July 1st of each year, the board chair will request a self-appraisal from the Executive Director/CEO regarding the current year job performance. Once received, the chair will forward the self-appraisal to the Executive Director Evaluation Committee (EC) chair. The EC will then initiate a 360-performance evaluation with input from all board members. The EC may use a contracted third-party to facilitate the evaluation.
3. PERFORMANCE GOALS: Two weeks prior to the board meeting, the Executive Director/CEO will provide the board with recommended organizational performance goals for the upcoming year. The MVFA will review and approve the goals; the goals must have measurable criteria. However, they may be modified at the sole discretion of the board based on changed circumstances. A review of the Executive Director/CEO's performance in achieving agreed upon goals will be used in conjunction with the next annual 360-evaluation.
4. BOARD ACTION: The Board will consider the Executive Director/CEO Evaluation Committee recommendation(s) at a meeting open to the public. If the Board concurs with the Executive Director's Evaluation Committee's recommendations, those recommendations will be forwarded to the Office of the Governor and the Department of Veteran & Military Affairs Director. If the Board does not concur with the Evaluation Committee's recommendations, a revised recommendation will be provided at the next MVFA Board meeting open to the public. After deliberation, the board will take one of two possible actions:
- a. concur with the EC's recommendation(s), or
  - b. do not concur. Following the MVFA's final approval of the EC's recommendation(s), the board chair and the Executive Director/CEO Evaluation Committee chair will meet with the Executive Director/CEO to review the evaluation.

## **ABBREVIATED REVIEW**

1. For the abbreviated review, the Executive Committee will meet with the Executive Director to review achievements for the prior year and goals for the coming year.
2. The Executive Committee will summarize the meeting with a report that will be provided to the board.
3. Upon board approval, the report will be forwarded to the Office of the Governor and the Department of Veteran & Military Affairs Director.

## **PROCEDURES**

None

## **IMPLEMENTATION**

1. The MVFA Board will maintain documentation outlining the appointment status, date of appointment, date of expiration, and information related to the provision under which the current MVH Executive Director/CEO was appointed.
2. The MVH shall maintain and post the Executive Director/CEO, Evaluation Process policy on the MVH website, established by the MVFA Board.



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## REFERENCE

Michigan Veterans' Facility Authority Act (PA 560 of 2016), MCL 36.101, et seq.

## PERFORMANCE REVIEW HISTORY

Year	2022	2023	2024	2025	2026	2027	2028	2029
Review Type	Standard	Deferred	Abbreviated	Standard				

## Michigan Veterans Facility Authority Board Member’s Certification of Agreement

This policy, “MVFA-GEN 015 – Executive Director Evaluation Process,” was adopted by the MVFA Board of Directors on *January 18, 2022*, at a scheduled MVFA Board Meeting with a quorum present. This policy will be reviewed annually by the MVFA Board of Directors.

**Policy Effective Date:** 1/18/22

**Policy Revised:** 1/20/26

## ANNUAL REVIEW

YEAR	2023	2024	2025	2026	2027	2028	2029	2030
Review Date:	5/16/23	3/19/24 9/24/24	3/18/25	1/20/26				