



MEMORANDUM

TO: Donald Abbott, Chair
Naomi Duerr, Vice-Chair
Regional Planning Governing Board ("RPGB")

FROM: Norman J. Azevedo, Esq.
Jessica C. Prunty, Esq.

DATE: August 12, 2020

RE: Evaluation of TMRPA Interim Director Jeremy Smith - **Supplemented**

The Interim Director contract requires at least one performance evaluation during its term. As of the date of this supplemented memorandum, completed evaluation forms were received from the following RPGB Members: Donald Abbot, Marsha Berkbigler, Naomi Duerr, Vaughn Hartung, Jeanne Herman and Devon Reese. Set forth below is a compilation of the average of the scores:

Performance Evaluation Summary

DESCRIPTION	2019-2020
1. Communication Skills	9.2
2. Judgement & Decision-Making	9.5
3. Utilization of Resources	9.5
4. Financial Management/Budgeting	8.8
5. Development of Personnel	9
6. Flexibility and Adaptability	9.8
7. Accepting Responsibility & Initiating Action	9.3
8. Time Management & Preparation	9.2
9. Interpersonal Skills	9.7
10. Continuing Professional Development	9.5
11. Community Relations	9.3

12. Intergovernmental Relations	9.3
AVERAGE TOTAL	9.34

Set forth below are comments included on the completed evaluations:

1. Communication Skills

Very talented and capable.

Jeremy is a strong communicator with the ability to speak on virtually any level.

Jeremy has done an excellent job working with the regional groups and his communication skills are excellent.

Jeremy is an excellent communicator.

2. Judgement & Decision-Making

Extremely efficient.

In my view, Jeremy has always practiced sound judgment when dealing with difficult issues.

This is not an easy board to work with and Jeremy has done a great job offering options and making decisions.

Jeremy displays great judgment and timely decisionmaking. He is excellent with utilizing data and coming up with creative approaches.

3. Utilization of Resources

I've watched Dr. Smith squeeze every drop out of the resources Regional has in its limited staffing and budget.

No concerns about Jeremy's ability to work within a tight budget.

Jeremy and all his staff are very hard workers. They go the extra mile to get things done.

4. Financial Management/Budgeting

Great job!

He seems to do a lot with the funds that are received, even does a lot on the side on his own time.

I believe that the agency needs to change the way it generates and manages revenues. This is a focus area for coming years.

Manages the budget well.

5. Development of Personnel

He's done a great job given the limited budget.

Jeremy has moved into the Interim Director role very effectively. If he is selected as the permanent Director, developing and managing staff will be a new focus area.

6. Flexibility and Adaptability

Wonderfully adaptive and flexible.

Has a great personality and positive attitude!

Jeremy is very adaptable as anyone in this position has to be.

Jeremy has shown himself to be very flexible, with great ability to adapt to changing circumstances and needs.

7. Accepting Responsibility & Initiating Action

Jeremy has always accepted responsibility and will initiate clear action when directed.

Jeremy is extremely responsible and doesn't hesitate to initiate action. He does need to get a bit more comfortable in his own decisionmaking and the decisions he makes. Just a bit of time ;-)

Is always on top of the issues and manages the team well.

8. Time Management & Preparation

Jeremy is always well prepared!

9. Interpersonal Skills

He is an absolute pleasure to work with.

Jeremy has enormous interpersonal skills and is very likeable which makes him very easy to work with.

Jeremy is very good at working with a diverse group.

10. Continuing Professional Development

I have observed over the years the ability to go way beyond the call of duty.

11. Community Relations

I've witnessed Dr. Smith's interactions during community outreach Charrettes. He is a model representative!

Jeremy represents the agency very well and will get more media experience as time goes on.

Jeremy has interacted with the community and the board very well.

12. Intergovernmental Relations

Again Jeremy has done a great job of working with the diverse elected officials who sit on his board. Jeremy is perceived as a fair broker between the various organizations which come together to form the agency.

FUTURE PERFORMANCE OBJECTIVES

Jeremy should continue to develop the Regional Master Plan regulations and consider additional budgetary changes, as well as work with the County and City Managers on a more one-to-one basis.

GENERAL COMMENTS

I am very satisfied with the work Jeremy has done to develop the regulations and his work with the other agencies who are impacted by the Regional Master Plan.

We are fortunate to have Jeremy running this organization!

Jeremy has really stepped up as Interim Director and done an excellent job.

I have particularly appreciated Jeremy taking on the extra duties involved in responding to the COVID 19 Emergency and in providing our community with data and information to make informed decisions. Huge kudos for developing the COVID Threat Matrix. I know everyone on the 20-person interdisciplinary team has been impressed with Jeremy over the last five months.