



**SOUTHEAST ALASKA POWER AGENCY**  
**Annual Board Meeting**  
 (To be held electronically)

**AGENDA**

<b>JANUARY 25, 2024 SEAPA ANNUAL (SPECIAL) BOARD MEETING</b>		
<b>Time</b>	<b>Event</b>	
2 PM	Meeting Starts	<p align="center"><b>For telephonic participation dial:</b>  <b>1.888.475.4499<sup>1</sup> or 1.833.548.0276</b>  <b>Meeting ID No. 867 2466 8866</b></p>
3:30 PM	15-Minute Break	
5 PM	Meeting Adjourns	

- 1. Call to Order**
  - A. Roll Call
  - B. Communications/Lay on the Table Items
  - C. Disclosure of Conflicts of Interest
- 2. Approval of the Agenda**
- 3. Introduction of Board Members**
- 4. Election of Officers**
  - A. Chairperson
  - B. Vice Chairperson
  - C. Secretary/Treasurer
- 5. Persons to be Heard**
- 6. SEAPA 101 - Introduction to SEAPA (Joel Paisner)**
- 7. Review and Approve Minutes**
  - A. November 30, 2023 Minutes of Regular Board Meeting
- 8. New Business**
  - A. Review/Discussion Re CEO Evaluation Forms
  - B. First Bank Signatories
- 9. Next Meeting Dates**
- 10. Director Comments**
- 11. Adjourn**

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<sup>1</sup> In the event of a failure with Zoom connectivity, the meeting shall continue by telephonic participation by dialing 1.800.315.6338 (Code 73272#).

# Southeast Alaska Power Agency Regular Meeting Minutes

Location: Ketchikan, Alaska

Date: November 30, 2023

Time: 9:00 a.m. AKST

## Agenda Items

### 1) Call to Order

#### A. Roll Call.

Chairperson Sivertsen called the regular meeting to order at 9:00 a.m. AKST on November 30, 2023. The following directors and alternates were present, thus establishing a quorum of the board:

Directors	Present Electronically (E) In Person (IP)	Alternates	Present Electronically (E) In Person (IP)	Representing	Community
Bob Sivertsen	IP	Andy Donato	IP	Swan Lake	Ketchikan
Abby Bradberry		Delilah Walsh	IP	Swan Lake	Ketchikan
Janalee Gage		Jeremy Bynum	IP	Swan Lake	Ketchikan
Jeff Good	IP	Mark Walker	E	Tyee Lake	Wrangell
Bob Lynn	IP	Karl Hagerman		Tyee Lake	Petersburg

The following SEAPA staff and counsel were present for all or part of the meeting:

Staff	Present Electronically (E) In Person (IP) or Telephonically (T)	Staff/Counsel	Present Electronically (E) In Person (IP)
Robert Siedman, CEO	IP	Sharon Thompson, EA/CA	IP
Clay Hammer, Operations Mgr.	IP	Marcy Graves, Admin. Asst.	IP
Mark Hilson, Project Manager	IP	Joel Paisner, SEAPA Counsel	IP
Kay Key, Controller	IP		

B. *Communications / Lay on the Table Items:* The Chair announced that a Fund Balance Forecast (revenues and expenditures summary by fund) will be a lay on the table item to be included with the draft FY2024 budget.

C. *Disclosure of Conflicts of Interest:* Mr. Bynum announced that he is participating in the meeting in his capacity as a SEAPA board member and not representing any other entity.

### 2) Approval of the Agenda

Chairperson Sivertsen requested a motion to approve the Agenda.

➤ <b>Motion</b>	M/S (Walsh/Lynn) to approve the Agenda as presented. The motion was approved unanimously by polled vote.	✓ <b>Action</b> 23-1078
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### 3) Persons to be Heard: None



#### 4) Consideration of Approval of Minutes

##### A. Minutes of Regular Meeting held on September 28-29, 2023

➤ <b>Motion</b>	M/S (Lynn/Bynum) to approve the minutes of SEAPA's regular meeting held on September 28-29, 2023. The motion was approved unanimously by polled vote.	✓ <b>Action 23-1079</b>
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#### 5) Financial Reports

➤ <b>Motion</b>	M/S (Bynum/Lynn) to accept year-to-date financial statements through October 2023, and disbursements for September and October 2023 totaling \$982,870.91, as presented. Following the CEO's report on the Agency's current financial position and financial statements, and fielding questions and comments from directors, the motion was approved unanimously by polled vote.	✓ <b>Action 23-1080</b>
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#### 6) Staff Reports

##### A. Operations Manager Report (Hammer)

Mr. Hammer announced that the plant operations quarterly report in the board packet provides an update of quarterly activities at the plants and after fielding questions, discussed the activities behind the photographs provided in the report.

Mr. Hammer provided an update on the Wrangell landslide that occurred on November 20th. The Chair announced a moment of silence for victims of the slide. Following the moment of silence, Mr. Hammer discussed how SEAPA resources were utilized to help during the emergency, and provided an update on recovery and cleanup efforts.

The meeting recessed at 10:30 a.m. and resumed at 10:45 a.m.

##### B. Project Manager Report (Hilson)

Mr. Hilson provided an update on FERC-related activities, the Swan Lake Bunkhouse and Dam Vibration projects, and announced that the SEAPA headquarters project is complete.

#### 7) CEO Report

Mr. Siedman provided brief updates on legislative activity, and SEAPA savings realized following negotiation of a contract and an insurance premium following a detailed line-item review. Mr. Siedman announced a SEAPA Town Hall meeting was held at Tyee to recognize staff for outstanding efforts and achievements. He closed with an update on efforts to recruit a Control Systems Engineer.

#### 8) New Business

##### A. Executive Session Re CEO Annual Evaluation and Discussion Re Settlement of Claim

<b>Motion</b>	M/S (Bynum/Lynn) to recess into Executive Session pursuant to SEAPA's Bylaws and Alaska Statute 44.62.310 for discussions relating to an annual evaluation of an Agency employee, which discussions may involve subjects that tend to prejudice the reputation and character of a person, and to discuss a settlement of a claim with respect to Task Order No. 23017, the immediate knowledge of which would clearly have an adverse effect upon the finances of the Agency, the Projects, or any of the Member Utilities represented on the Board. The motion was approved unanimously by polled vote.	✓ <b>Action 23-1081</b>
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The meeting recessed at 11:20 a.m. for the executive session, and resumed into regular session at 1:43 p.m.

The Chair announced that the board met in executive session and discussed the topics that were listed.

B. *Reserved for Possible Action following the Executive Session.*

The Chair polled the board for any motions following the executive session.

<b>Motion</b>	M/S (Bynum/Lynn) to affirm the CEO's favorable evaluation and to adjust the CEO's base salary in accordance with Section 7 of the Employment Agreement between SEAPA and Robert Siedman, the CEO. The motion was approved unanimously by polled vote.	✓ Action 23-1082
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C. *Consideration of Resolution #2023-094 Re Adoption of 2024-2028 Strategic Plan*

<b>Motion</b>	M/S (Bynum/Lynn) to adopt Resolution No. 2023-094 adopting SEAPA's 2024-2028 Five-Year Strategic Plan. The motion was approved unanimously by polled vote.	✓ Action 23-1083
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D. *Consideration of 2024 Transmission Line Maintenance Contract*

<b>Motion</b>	M/S (Good/Bynum) to authorize staff to enter into an amendment to SEAPA's Contract No. 20118 with Electric Power Constructors, Inc. for SEAPA's 2024 Transmission Line Maintenance for the lump-sum value of \$399,287, plus a 10% contingency of \$39,929 for supplemental or emergency work, markup, and adjustments following IBEW negotiations, for a total not-to-exceed value of \$439,216. The motion was approved unanimously by polled vote.	✓ Action 23-1084
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E. *Consideration of IRS Code Section 125 Premium Only Plan (POP)*

<b>Motion</b>	M/S (Lynn/Good) to approve SEAPA's 125 Premium Only Plan, as presented at the November 30, 2023 board meeting. The motion was approved unanimously by polled vote.	✓ Action 23-1085
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F. *Consideration of Controls System Engineer*

<b>Motion</b>	M/S (Lynn/Good) to authorize the Agency's CEO to recruit and hire a full-time Controls System Engineer to provide support for all SEAPA facilities within the salary range of \$120,000 to \$160,000 annually based on the successful candidate's skills and experience, with flexibility to offer remote work options.	✓ Action 23-1086
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Following discussion, Mr. Bynum made the following amendment to the motion:

<b>Motion</b>	M/S (Bynum/Lynn) to amend the motion regarding the Controls System Engineer to adjust the salary range of the numbers "\$120,000 to \$160,000" to read "\$130,000 to \$170,000", and to strike "with flexibility to offer remote work option" and include "and provide a signing bonus of up to \$25,000". The motion was approved unanimously by polled vote.	✓ Action 23-1087
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The main motion regarding the Controls System Engineer, as amended, was approved unanimously by polled vote.

G. *Consideration of FY2024 Wholesale Power Rate*



<b>Motion</b>	M/S (Good/Bynum) to approve setting SEAPA's wholesale power rate at 7.3 cents per kWh for the period January 1, 2024 through December 31, 2024. The motion was approved unanimously by polled vote.	✓ Action 23-1088
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H. *Consideration of FY2024 SEAPA Budget*

<b>Motion</b>	M/S (Lynn/Good) to adopt the Fiscal Year 2024 Budget for the Southeast Alaska Power Agency.	✓ Action 23-1089
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Following Mr. Siedman's review of the general operations and maintenance expenses in the proposed FY2024 budget, the CEO discussed administrative operations. The Chair requested a motion to amend the budget for an appropriate wage adjustment for an administrative position:

<b>Motion</b>	M/S (Good/Bynum) to change SEAPA's Administrative Assistant position to an Office Manager position with the appropriate hourly-to-salary wage adjustment and amend the FY2024 budget by increasing Administrative FERC Code Line Item 920 to \$1,823,000 accordingly. The motion was approved unanimously by polled vote.	✓ Action 23-1090
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During discussion of Administrative FERC Code Line Item 924 for insurance, a motion was requested to amend the budget to increase the line item by \$75,000 regarding an insurance credit:

<b>Motion</b>	M/S (Bynum/Lynn) to amend the budget by increasing Administrative FERC Code Line Item 924 0 0960 for insurance to \$816,000. The motion was approved unanimously by polled vote.	✓ Action 23-1091
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The meeting recessed at 3:07 p.m. and resumed at 3:21 p.m.

Mr. Siedman continued a review of the FY2024 budget and fielded director questions and comments. The Chair requested a vote on the original motion on SEAPA's FY2024 budget, as amended.

The original motion on SEAPA's FY2024 budget, as amended, was approved unanimously by polled vote.

I. *Consideration of FY2024 Operations Plan*

The Chair requested a motion on the Agency's FY2024 Operations Plan.

<b>Motion</b>	M/S (Good/Bynum) to approve the 2024 SEAPA Operations Plan as presented in the November 30, 2023 Board packet. Following Mr. Siedman's review of the methodologies and models utilized in forecasting operations for 2024, and recommendation of a Swan Lake draft limit of 280ft and Tyee Lake draft limit of 1260ft, the motion was approved unanimously by polled vote.	✓ Action 23-1092
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9) **2024 Meeting Dates**

Director Lynn requested that the suggested dates for SEAPA's regular board meeting in Petersburg in 2024 be changed from September to August to provide an opportunity for the board and staff to tour Petersburg's Blind Slough (Crystal Lake) FERC Project. There were no objections.

10) **Director Comments**

Directors exchanged brief comments.



**11) Adjourn**

The Chair requested a motion to adjourn.

<b>&gt; Motion</b>	M/S (Bynum/Good) to adjourn the meeting. The Chair announced the meeting adjourned after no objections were heard.	✓ <b>Action 23-1093</b>
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The meeting adjourned at 5:07 p.m.

**Signed:**

**Attest:**

\_\_\_\_\_  
**Secretary/Treasurer**

\_\_\_\_\_  
**Chairperson**





## SOUTHEAST ALASKA POWER AGENCY

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**Date:** January 12, 2024  
**To:** SEAPA Board of Directors  
**From:** Robert Siedman, P.E., CEO  
**Subject:** CEO Evaluation Forms

At its December 10, 2021 board meeting, SEAPA adopted the attached Resolution 2021-083 authorizing an Annual CEO Evaluation Process. Since the adoption of that process, directors have expressed the need to update the adopted evaluation forms.

Staff has developed the following updated forms, which are attached, for review and discussion:

- *Individual Board Member Form* (SEAPA's Chief Executive Officer Performance Evaluation)
- *Final Compiled Feedback and Evaluation* (SEAPA's Chief Executive Officer Performance Evaluation)
- *Individual Employee Form* (SEAPA's Employee Feedback Survey)

Staff will solicit directors' comments and suggested changes to the forms, if any, during the meeting and provide a Revised Resolution with the final forms attached at the March 14, 2024 regular board meeting for the board's consideration.

**Attachment to:**  
**AGENDA ITEM 8A**

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**ADOPTED RESOLUTION 2021-083**  
**(Authorizing an Annual CEO Evaluation Process)**





**SOUTHEAST ALASKA POWER AGENCY**

**RESOLUTION NO. 2021-083\*\***

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**Southeast Alaska Power Agency  
Authorizing an Annual CEO Evaluation Process**


**WHEREAS**, as part of the governance process for the Southeast Alaska Power Agency (SEAPA), the Board of Directors annually reviews the performance of its Chief Executive Officer; and

**WHEREAS**, the Board of Directors believes it is in the best interest of SEAPA to establish a Policy to guide the evaluation process, and has reviewed the Attached proposed CEO Evaluation process.

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of SEAPA hereby adopts the attached CEO Evaluation Process dated December 10, 2021.

*This Resolution No. 2021-082* was duly PASSED and ADOPTED by SEAPA's Board of Directors on the 10th day of December 2021 in Ketchikan, Alaska.

SOUTHEAST ALASKA POWER AGENCY

By   
Robert Sivertsen, Chairperson

ATTEST:



Secretary/Treasurer



## SOUTHEAST ALASKA POWER AGENCY ANNUAL CEO EVALUATION PROCESS

The attached CEO Evaluation Form shall be used to provide an annual evaluation of the Southeast Alaska Power Agency's (SEAPA) CEO performance in accordance with the following schedule, which is developed to establish continuity in the process for the evaluations.

<b>SCHEDULE FOR CEO EVALUATION PROCESS</b>	
Two weeks after SEAPA's 3rd Quarter Board Meeting	<p>SEAPA staff distributes the attached Evaluation Form to Directors via email for completion. Staff shall include the following instructions in the email distributing the form:</p> <ul style="list-style-type: none"> <li>• Indicate the Evaluation Form provided is the form adopted under Resolution No. 2021-083 on 12/10/2021</li> <li>• Completed forms shall be returned to SEAPA Counsel and Board Chair via Email</li> <li>• Staff shall provide up-to-date phone numbers and email addresses for SEAPA's Counsel and Chair</li> <li>• Provide a deadline date for return of the form (deadline for return should be two weeks following date of distribution of the form) to SEAPA Counsel and Chair stating "Privileged and Confidential Communications" in the subject line of the email.</li> </ul>
One month after 3rd Quarter Board Meeting	SEAPA Counsel shall perform a checklist to determine whether all Directors have submitted their evaluations and communicate with the Board Chair to follow up with any that may not have been submitted by the deadline
November 15	Deadline for SEAPA Counsel and Board Chair to compile evaluations in preparation for SEAPA's 4th Quarter Board Meeting
One week prior to 4th Quarter Board Meeting	SEAPA Counsel to distribute compiled evaluations to Board via email under "Privileged and Confidential" communications in preparation for CEO evaluation in Executive Session
4th Quarter Board Meeting	Evaluate CEO in Executive Session

**SEAPA CEO EVALUATION FORM**

[Adopted under Resolution No. 2021-083 on 12/10/2021]

DATE:

NAME: \_\_\_\_\_, CEO

Performance Measures

Evaluation Criteria	Meets	Exceeds	Needs Improvement	Comments or Suggestions
<b>1. Leadership</b>				
The CEO has shown clear vision in correctly anticipating trends and priorities effecting the Agency's prosperity and operation.				
The CEO has a clear understanding of Member Communities' utility needs and concerns, Agency needs and priorities, correctly anticipates industry trends, and uses that information to help develop short and long-term organization direction.				
The CEO keeps the Board informed of emerging issues of significant importance that affect the mission of the Agency as well as the Member Utilities				
The CEO has been an initiator, setting high working standards and pursuing goals with a high level of personal drive and energy.				
The CEO annually prepares a program of work for the Board's approval and keeps the Board apprised of progress, accomplishments, and proposed changes quarterly.				
<b>2. Relationship with Board</b>				
The CEO has provided leadership continually involving the Board in developing a shared vision, strategies, goals, and direction for the organization.				
The CEO has demonstrated a sound knowledge of Board governance and procedures.				

**SEAPA CEO EVALUATION FORM**

[Adopted under Resolution No. 2021-083 on 12/10/2021]

<p>The CEO works with Board Members and Member Utilities to gain a broad understanding of their concerns, capital investment strategies, and financial characteristics. The CEO is sensitive to Member Communities' local issues and concerns and assists wherever possible to address their needs.</p>				
<p>The CEO has been readily available to individual Board Members whenever necessary, as well as supports the Board in its governance duties by providing necessary resources and information.</p>				
<b>3. External Relationships</b>				
<p>Gains respect and support of the communities on the conduct of the Southeast Alaska Power Agency.</p>				
<p>Prepares and sends periodic communications to the Member Communities.</p>				
<p>Keeps well informed on State and Federal Regulations and how they affect SEAPA.</p>				
<p>Works effectively with public and private agencies.</p>				
<b>4. Staff Development</b>				
<p>The CEO has created and maintained an organizational culture and climate which attracts, retains, and motivates staff to carry out SEAPA's mission.</p>				
<p>The CEO has empowered staff members appropriate levels of freedom and authority, as well as effectively solicited and fostered support for initiative and creativity within the organization.</p>				
<p>The CEO has developed and executed sound personnel procedures and practices.</p>				

**Attachment to:**  
**AGENDA ITEM 8A**

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**INDIVIDUAL BOARD MEMBER FORM  
(SEAPA'S CEO PERFORMANCE EVALUATION)**



# SEAPA's Chief Executive Officer Performance Evaluation

## *Individual Board Member Form*

Board Member Name: \_\_\_\_\_

CEO Name: \_\_\_\_\_

Prior to the end of each calendar year, the Board of Directors shall provide the CEO with a performance evaluation and allow the CEO an opportunity to discuss with the Board his or her performance, compensation, and goals for the coming year. The CEO shall set a time for this review at a meeting of the Board of Directors in the Fall of each year. As part of the annual review, the CEO and Board shall establish a time frame in which to complete the review and discuss any increases to the Base Salary. Subject to a favorable evaluation of the CEO's performance, at the start of each fiscal year of the Term of the Employee Agreement Between the Southeast Alaska Power Agency and Its Chief Executive Officer, the CEO's annual base salary shall be increased by a minimum but not limited to \_%, which shall become the then new Base Salary.

### **CEO Performance Evaluation Process**

1. Annual Review of Performance Evaluation Form. The Board or assigned Board committee will review the CEO performance evaluation form adopted under Resolution No. \_\_\_\_\_ and make modifications to adopt the assessment questions and criteria to the organization's unique needs. Modifications made by the Board will be made after the yearly evaluation is completed and agreed upon by the Board of Directors and the CEO, prior to the first Regular Board Meeting of the following evaluation year.
2. CEO Self-Assessment. SEAPA's Chair will initiate the CEO performance appraisal process by asking the CEO to complete a self-assessment prior to beginning the evaluation process every year (see schedule). The CEO self-assessment should include a summary of achievements relative to the performance criteria defined at the beginning of the planning year, and a self-appraisal of performance based on the CEO's key accountabilities in each of the areas also rated by the Board.
3. Board Evaluation. The CEO self-assessment will be distributed to all Board Members by the Chair for consideration prior to the evaluation process. The Voting Board Members will develop one evaluation, with input from the alternates. A total of 5 evaluations will be sent to the Chair to compile a final evaluation and summary report.

4. Summary Report. The evaluations will be collected by the Chair, and responses compiled in a manner that reveals an overall Board performance rating in each area, the CEO's self-rating, and a summary of comments made by both Board members and the CEO.
5. Board Review. Board Members will meet in executive session to decide what to emphasize in their feedback to the CEO and discuss the final CEO evaluation report. The Board should also review the CEO's proposed goals for the coming year, make any modifications necessary, and collaborate with the CEO to ensure mutual agreement and commitment.
6. Final Documentation. The Board Chair should incorporate modifications to the evaluation and prepare final documentation of the CEO evaluation for feedback.
7. Personal CEO Feedback. The Board will meet with the CEO in executive session to discuss evaluation results. This session should provide performance improvement feedback to the CEO, and stimulate a productive, two-way dialogue with the CEO that includes his or her responses to the compiled evaluation, and personal commitments to leadership improvement. If a salary increase and/or bonus are communicated in the same meeting, care should be taken to spend appropriate time providing feedback so compensation is not the principal focus of the conversation.

<b>SCHEDULE FOR CEO EVALUATION PROCESS</b>	
Annum (Special) Board Meeting	Insert CEO evaluation form in Board packet for review, discussion, and modifications in the special session (election of officers meeting). If no changes, the form is adopted by consensus. If modifications are requested, SEAPA staff shall modify the form accordingly following the Board meeting.
1st Regular Board Meeting	If modifications to the CEO evaluation form were requested in the Annum (Special) Board Meeting, staff will insert the new modified evaluation form into Board packet for approval and adoption.
Two weeks after 3rd Quarter Regular Board Meeting	SEAPA staff distributes adopted Evaluation Form with CEO's self-assessment to Directors via email for completion. Staff to include the following instructions in email distributing the form: - Email address for the Chair - Deadline date for return of the form (deadline for return should be two weeks following date of distribution of the form) to the SEAPA Chair stating "Privileged and Confidential Communications" in the subject line of the email. Completed forms shall be returned to the Board Chair via Email.
One month after 3rd Quarter Regular Board Meeting	SEAPA's Chair shall maintain a checklist to determine whether all Directors have submitted evaluations and communicate with Members to follow up with any that may not have been submitted by deadline.
November 15	Deadline for SEAPA's Board Chair to compile evaluations in preparation for December Board Meeting.
One week prior to 4th Quarter Board Meeting	SEAPA's Board Chair to distribute compiled evaluations to Board via email under "Privileged and Confidential" communications in preparation for CEO evaluation in Executive Session.
4th Quarter Regular Board Meeting	Evaluate CEO in Executive Session.

# CEO Leadership Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement.**

Leadership	Check the Applicable Performance Rating and Include Your Comments					
	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>• Demonstrates a clear vision in correctly anticipating trends, and priorities affecting the Agency's prosperity and operation.</li> <li>• Accurately communicates his or her concept, vision, mission, strategies, goals, and direction for the Agency to stakeholders.</li> <li>• Motivates and encourages high employee morale and loyalty to the organization and facilitates team building and cohesiveness among the employees to achieve the Agency's mission. <i>See attached employee feedback form.</i></li> <li>• Demonstrates initiation, setting high working standards and pursues goals with a high level of personal drive.</li> </ul>	Comments:					
<b>CEO Self-Rating:</b> _____ <b>CEO Comments:</b>						



# CEO Financial Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**In the event that you rate the CEO’s performance 2 or below, please provide specific suggestions for needed performance improvement.**

Financial	Check the Applicable Performance Rating and Include Your Comments					
	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>Financial results in the past year met or exceeded financial goals for the organization’s growth.</li> <li>Continuously explores opportunities to strengthen the organization’s financial position and organizational growth and development.</li> <li>Engages the board in robust dialogue about financial reports and plans, providing sufficient and clear information about progress and results achieved.</li> <li>Ensures an annual audit of financial operations, with a careful and thorough review by the Board.</li> </ul>	Comments:					
<b>CEO Self-Rating:</b> ____ <b>CEO Comments:</b>						

# CEO Board Relations Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**In the event that you rate the CEO’s performance 2 or below, please provide specific suggestions for needed performance improvement.**

Board Relations	Check the Applicable Performance Rating and Include Your Comments					
	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>Provides leadership continually involving the Board in developing share vision, strategies, goals, and direction for the organization.</li> <li>Demonstrates a sound knowledge of Board governance and procedures.</li> <li>Works with Board Members and Member Utilities to gain a broad understanding of their concerns, capital investment strategies, and financial characteristics. Demonstrates sensitivity to Member Communities’ local issues and concerns and assist wherever possible to address their needs.</li> <li>Has been readily available to individual Board Members whenever necessary, as well as supports the Board in it is governance duties by providing necessary resources and information.</li> </ul>	Comments:					
<b>CEO Self-Rating:</b> ____ <b>CEO Comments:</b>						

# CEO External Relations Performance Evaluation CEO Name: \_\_\_\_\_

Evaluate the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**In the event that you rate the CEO’s performance 2 or below, please provide specific suggestions for needed performance improvement.**

External Relations	Check the Applicable Performance Rating and Include Your Comments					
	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>Gains respect and support of the communities on the conduct of the Southeast Alaska Power Agency.</li> <li>Prepares and sends periodic communications to the member communities.</li> <li>Keeps well informed on State and Federal Regulations and how they affect SEAPA.</li> <li>Works effectively with public and private agencies</li> </ul>	Comments:          					
<b>CEO Self-Rating:</b> _____ <b>CEO Comments:</b>						

# CEO Staff Development & Strategic Plan Performance Evaluation

CEO Name: \_\_\_\_\_

Evaluate the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments you believe provide context to your rating, or that would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement.**

Staff Development & Strategic Plan	Check the Applicable Performance Rating and Include Your Comments					
	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>Creates and maintains an organization culture and climate which attracts, keeps, and motivates staff to carry out SEAPA's mission.</li> <li>Develops, communicates, and leads the implementation of the strategic plan in a manner consistent with the organization's mission, vision, and values.</li> <li>Engages internal and external stakeholders to develop strategies and plans to move the organization in the desired direction.</li> <li>Develops and executes sound personnel procedures and practices.</li> </ul>	Comments:					
<b>CEO Self-Rating:</b> ____ <b>CEO Comments:</b>						

# CEO Overall Performance Evaluation and Additional Comments

CEO Name: \_\_\_\_\_

<b>Leadership</b>	1	2	3	4	5	N/A
<b>Financial</b>	1	2	3	4	5	N/A
<b>Board Relations</b>	1	2	3	4	5	N/A
<b>External Relations</b>	1	2	3	4	5	N/A
<b>Staff Development &amp; Strategic Plan</b>	1	2	3	4	5	N/A

<b>Overall Evaluation</b>		/		
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Additional Comments:

Goals & Objectives for next evaluation:

**Attachment to:**  
**AGENDA ITEM 8A**

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**FINAL COMPILED FEEDBACK AND EVALUATION FORM  
(SEAPA'S CEO PERFORMANCE EVALUATION)**



# SEAPA's Chief Executive Officer Performance Evaluation

## *Final Compiled Feedback and Evaluation*

Year of Evaluation: \_\_\_\_\_ Board Chair Name: \_\_\_\_\_

CEO Name: \_\_\_\_\_

Prior to the end of each calendar year, the Board of Directors shall provide the CEO with a performance evaluation and allow the CEO an opportunity to discuss with the Board his or her performance, compensation, and goals for the coming year. The CEO shall set a time for this review at a meeting of the Board of Directors in the Fall of each year. As part of the annual review, the CEO and Board of Directors shall mutually establish a time frame to complete the review and discuss any increases to the Base Salary. Subject to a favorable evaluation of the CEO's performance, at the start of each fiscal year of the Term of the Employee Agreement Between the Southeast Alaska Power Agency and Its Chief Executive Officer, the CEO's annual base salary shall be increased by a minimum but not limited to \_\_%, which shall become the then new Base Salary.

### **CEO Performance Evaluation Process**

1. Annual Review of Performance Evaluation Form. The Board or assigned Board committee will review the CEO performance evaluation form adopted under Resolution No. \_\_\_\_\_ and make modifications to adopt the assessment questions and criteria to the organization's unique needs. Modifications made by the Board will be made after the yearly evaluation is completed and agreed upon by the Board of Directors and the CEO, prior to the first Regular Board Meeting of the following evaluation year.
2. CEO Self-Assessment. SEAPA's Chair will initiate the CEO performance appraisal process by asking the CEO to complete a self-assessment prior to beginning the evaluation process every year (see schedule). The CEO self-assessment should include a summary of achievements relative to the performance criteria defined at the beginning of the planning year, and a self-appraisal of performance based on the CEO's key accountabilities in each of the areas also rated by the Board.
3. Board Evaluation. The CEO self-assessment will be distributed to all Board Members by the Chair for consideration prior to the evaluation process. The Voting Board Members will complete one evaluation, with input from the alternates. A total of 5 evaluations will be sent to the Chair to compile a final evaluation and summary report.

4. Summary Report. The evaluations will be collected by the Chair, and responses compiled in a manner that reveals an overall Board performance rating in each area, the CEO's self-rating, and a summary of comments made by both Board members and the CEO.
5. Board Review. Board Members will meet in executive session to decide what to emphasize in their feedback to the CEO and discuss the final CEO evaluation report. The Board should also review the CEO's proposed goals for the coming year, make any modifications necessary, and collaborate with the CEO to ensure mutual agreement and commitment.
6. Final Documentation. The Board Chair should incorporate modifications to the evaluation and prepare final documentation of the CEO evaluation for feedback.
7. Personal CEO Feedback. The Board will meet with the CEO in executive session to discuss evaluation results. This session should provide performance improvement feedback to the CEO, and stimulate a productive, two-way dialogue with the CEO that includes his or her responses to the compiled evaluation, and personal commitments to improvement. If a salary increase and/or bonus are communicated in the same meeting, care should be taken to spend appropriate time providing feedback so compensation is not the principal focus of the conversation.

### **Board Chair Final Documentation and Feedback Process:**

1. Evaluating Ratings. The Board Chair should orchestrate feedback on ratings from the Board Members. If a rating of "N/A" or a of "2" or less is received by the Chair from an individual Board Member for any performance evaluation category, the Chair should reach out to the Board Member to determine the reason for the rating. If the reason is "insufficient information", the Chair should attempt to provide additional information or reach out to the CEO for feedback on the specific informational topic prior to compiling the final form.
2. Compiling Ratings. SEAPA's Chair should compile the ratings from each individual Board Member's evaluation form in the final compiled feedback and evaluation form provided herein. The final form will automatically sum and calculate an overall rating per category and summation for the final, overall rating. A rating of "N/A" will reduce a category's total possible rating (e.g. If Board Member #2 checks a rating of "N/A" in a category, the total possible rating in that category would be reduced from a 5 to a 4). The final rating is a sum of all categories (weighted) for a final rating out of 5.
3. Compiling Comments and Goals. The Chair should compile comments for each category that are reflective of the entire Board for discussion with the CEO. Prior to meeting with the CEO, the Chair should review the compiled final comments with the Board in executive session. Goals and objectives for the following evaluation year should be agreed to by the 5 Voting members in executive session and discussed with the CEO during the feedback session.



# CEO Leadership Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**If the rating of the CEO’s performance is 2 or below, please provide specific suggestions for needed performance improvement.**

Leadership	Chair to compile from individual Board Members					
<b>Board Member #1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>• Demonstrates a clear vision in correctly anticipating trends, and priorities affecting the Agency’s prosperity and operation.</li> <li>• Accurately communicates his or her concept, vision, mission, strategies, goals, and direction for the Agency to stakeholders.</li> <li>• Motivates and encourages high employee morale and loyalty to the organization and facilitates team building and cohesiveness among the employees to achieve the Agency’s mission. See attached employee feedback form.</li> <li>• Demonstrates initiation, setting high working standards and pursues goals with a high level of personal drive.</li> </ul>	Board Compiled Comments:					

<b>Overall Evaluation</b>		/	
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# CEO Financial Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**If the rating of the CEO’s performance is 2 or below, please provide specific suggestions for needed performance improvement.**

Financial	<i>Chair to compile from individual Board Members</i>					
<b>Board Member #1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #2</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #4</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<b>Board Member #5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Financial results in the past year met or exceeded financial goals for the organization.</li> <li>Continuously explores opportunities to strengthen the organization’s financial position and organizational growth and development.</li> <li>Engages the board in robust dialogue about financial reports and plans, providing sufficient and clear information about progress and results achieved.</li> <li>Ensures an annual audit of financial operations, with a careful and thorough review by the Board.</li> </ul>	Board Compiled Comments:					

<b>Overall Evaluation</b>		/	
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# CEO Board Relations Performance Evaluation

CEO Name: \_\_\_\_\_

Compile the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**If the rating of the CEO's performance is 2 or below, please provide specific suggestions for needed performance improvement.**

Board Relations	<i>Chair to compile from individual Board Members</i>					
Board Member #1	1	2	3	4	5	N/A
Board Member #2	1	2	3	4	5	N/A
Board Member #3	1	2	3	4	5	N/A
Board Member #4	1	2	3	4	5	N/A
Board Member #5	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>Provides leadership continually involving the Board in developing share vision, strategies, goals, and direction for the organization.</li> <li>Demonstrates a sound knowledge of Board governance and procedures.</li> <li>Works with Board Members and Member Utilities to gain a broad understanding of their concerns, capital investment strategies, and financial characteristics. Demonstrates sensitivity to Member Communities' local issues and concerns and assist wherever possible to address their needs.</li> <li>Has been readily available to individual Board Members whenever necessary, as well as supports the Board in it is governance duties by providing necessary resources and information.</li> </ul>	Board Compiled Comments:					

<b>Overall Evaluation</b>		/	
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# CEO External Relations Performance Evaluation CEO Name: \_\_\_\_\_

Compile the CEO’s performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO’s performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO’s performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO’s performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO’s performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**If the rating of the CEO’s performance is 2 or below, please provide specific suggestions for needed performance improvement.**

External Relations	<i>Chair to compile from individual Board Members</i>					
Board Member #1	1	2	3	4	5	N/A
Board Member #2	1	2	3	4	5	N/A
Board Member #3	1	2	3	4	5	N/A
Board Member #4	1	2	3	4	5	N/A
Board Member #5	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>• Gains respect and support of the communities on the conduct of the Southeast Alaska Power Agency.</li> <li>• Prepares and sends periodic communications to the member communities.</li> <li>• Keeps well informed on State and Federal Regulations and how they affect SEAPA.</li> <li>• Works effectively with public and private agencies</li> </ul>	Board Compiled Comments:					

<b>Overall Evaluation</b>		/			
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# CEO Staff Development & Strategic Plan

CEO Name: \_\_\_\_\_

## Performance Evaluation

Compile the CEO's performance for each area using the scale outlined below. Consider all criteria together when forming an impression about the CEO's performance. Add comments for feedback from the individual Board Member forms to provide a final rating and context to the rating, or what would be helpful to the CEO in improving his or her performance.

**5 – Exceeds Expectations:** The CEO performs *above and beyond* these accountabilities as a part of his or her leadership. The CEO's performance in this area is *outstanding and exceeds my expectations*.

**4 – Meets All Expectations:** The CEO *always* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area *meets all of my expectations*.

**3 – Meets Most Expectations:** The CEO *often* practices these accountabilities as a part of his or her leadership, but not always. The CEO's performance in this area *generally meets my expectations*.

**2 – Meets Some Expectations:** The CEO *inconsistently* practices these accountabilities as a part of his or her leadership. The CEO's performance in this area only *meets some of my expectations*.

**1 – Does Not Meet Expectations:** The CEO *rarely or never* practices these accountabilities as a part of his or her leadership. The CEO *does not perform well* in this area.

**N/A – Not Applicable:** Not applicable or has not been observed.

**In the event that you rate the CEO's performance 2 or below, please provide specific suggestions for needed performance improvement.**

Staff Development & Strategic Plan	Chair to compile from individual Board Members					
Board Member #1	1	2	3	4	5	N/A
Board Member #2	1	2	3	4	5	N/A
Board Member #3	1	2	3	4	5	N/A
Board Member #4	1	2	3	4	5	N/A
Board Member #5	1	2	3	4	5	N/A
<ul style="list-style-type: none"> <li>Creates and maintains an organization culture and climate which attracts, keeps, and motivates staff to carry out SEAPA's mission.</li> <li>Develops, communicates, and leads the implementation of the strategic plan in a manner consistent with the organization's mission, vision, and values.</li> <li>Engages internal and external stakeholders to develop strategies and plans to move the organization in the desired direction.</li> <li>Develops and executes sound personnel procedures and practices.</li> </ul>	Board Compiled Comments:					

<b>Overall Evaluation</b>	/
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# CEO Overall Performance Evaluation and Additional Comments

CEO Name: \_\_\_\_\_

<b>Leadership</b>	
<b>Financial</b>	
<b>Board Relations</b>	
<b>External Relations</b>	
<b>Staff Development &amp; Strategic Plan</b>	

<b>Overall Evaluation</b>		<b>/</b>	<b>5</b>
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Additional Comments:

Goals & Objectives for next evaluation:

**Attachment to:**  
**AGENDA ITEM 8A**

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**INDIVIDUAL EMPLOYEE FORM  
(SEAPA'S EMPLOYEE FEEDBACK SURVEY)**



# SEAPA’s Employee Feedback Survey

## *Individual Employee Form*

Employee surveys help us understand how SEAPA employees feel about particular issues, identify issues that can impact productivity, collect actionable solutions, and assess SEAPA’s overall employee engagement. This is an opportunity for staff to share ideas, voice concerns, and raise issues that impact you and your work. The survey is focused on better understanding your values, and to provide management with feedback on leadership, engagement, and motivational opportunities.

Please fill the survey out on your computer and print it. After completing the survey, a drop box will be available to ensure all completed surveys are anonymous.

This survey consists of 15 questions and should take less than 10 minutes to complete. It is divided into three main categories:

- Leadership Feedback
- Engagement Feedback
- Motivation Feedback

Please evaluate survey questions on a scale from 1 to 5 using the following criteria:



**5 – Exceeds Expectations:** I believe this area is *outstanding and exceeds my expectations*.



**4 – Meets All Expectations:** I believe this area *meets all my expectations*.



**3 – Meets Most Expectations:** I believe this area *generally meets my expectations*.



**2 – Meets Some Expectations:** I believe this area *meets some of my expectations*.



**1 – Does Not Meet Expectations:** I believe this area *never meets my expectations*.

































**N/A - Not Applicable:** I don't have *enough information to rate this*.



# Leadership Feed Back Survey

Please provide your feedback on leadership within the Agency. Your feedback will help your leadership determine what areas are doing well, and what areas could use improvement.































**In the event that you check a feedback rating of 2 or below, please provide specific comments on your rating and potential ways for improvement.**

Leadership Feedback	Check the Feed Back Rating and Include Your Comments					
Your manager recognizes your work often.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You receive the support you need to succeed at your job.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
Your manager consistently makes effective decisions.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
Your manager motivates and encourages you.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
Your manager facilitates team building and cohesiveness.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
<b>Overall Leadership Feedback Score:</b>		/				

# Engagement Feed Back Survey

Please provide your feedback on engagement within the Agency. Your feedback will help your leadership determine what areas are doing well, and what areas could use improvement.































In the event that you check a feedback rating of 2 or below, please provide specific comments on your rating and potential ways for improvement.

Engagement Feedback	Check the Feed Back Rating and Include Your Comments					
SEAPA's goals align with your own values and priorities.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
The work you perform is satisfying.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You feel comfortable in your workplace.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You feel challenged but not overwhelmed by your workload.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You are able to be creative in your role.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
<b>Overall Leadership Feedback Score:</b>			/			

# Motivation Feed Back Survey

Please provide your feedback on motivation within the Agency. Your feedback will help your leadership determine what areas are doing well, and what areas could use improvement.

In the event that you check a feedback rating of 2 or below, please provide specific comments on your rating and potential ways for improvement.

Motivation Feedback	Check the Feed Back Rating and Include Your Comments					
You believe your compensation is reasonable.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You are satisfied with Agency's Benefits (health, retirement, etc).						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You feel like your voice is heard.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You are treated with respect by your leaders and coworkers.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
You are happy at work.						
	1	2	3	4	5	N/A
<i>Comments &amp; Feedback:</i>						
<b>Overall Leadership Feedback Score:</b>			/			

## Overall Employee Survey Feedback ratings

<b>Leadership Feedback</b>		/	
<b>Engagement Feedback</b>		/	
<b>Motivation Feedback</b>		/	

<b>Overall Employee Feedback Rating</b>		/	5
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Additional Comments:



# SOUTHEAST ALASKA POWER AGENCY

## FIRST BANK SIGNATORIES

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**DATE:** January 12, 2024

**TO:** SEAPA Board of Director

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Employees with signature authority at First Bank currently include Robert Siedman, Sharon Thompson, and former employee Ed Schofield. The action proposed in the following suggested motion would officially add Mark Hilson as a signer and remove our former employee.

SUGGESTED MOTION
I move to authorize Robert Siedman, CEO; Sharon Thompson, Executive Assistant and Contracts Administrator; and Mark Hilson, Project Manager, with signature authority on all First Bank of Alaska accounts for the Southeast Alaska Power Agency, effective immediately.



## SEAPA 2024 BOARD MEETING DATES

Date(s)		Weekday(s)	Location or Format	Comments
January	25	(Thurs)	Electronic	Annual Mtg 2-5PM (Elect Officers)
March	14	(Thurs)	Ketchikan	Regular Mtg 9AM-5PM
June	26-27	(Wed-Thurs)	Wrangell	Regular Mtg June 26 (1-5PM) June 27 (9AM-1PM)
August	28-29	(Wed-Thurs)	Petersburg	Regular Mtg Aug. 28 (1-5PM) Aug. 29 (8AM Tour Crystal/Blind Slough)
December	4	(Wed)	Ketchikan	Regular Mtg 9AM-5PM

(See attached for additional information on 2024 meeting dates and events)

# 2024

JANUARY						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
SU	MO	TU	WE	TH	FR	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
SU	MO	TU	WE	TH	FR	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY						
SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER						
SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
SU	MO	TU	WE	TH	FR	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEAPA Regular Board Meeting dates are highlighted in yellow.

# 2024

## MEETING DATES / EVENTS

(Updated 01/10/2024)

### JANUARY

Date	Organization / Event	Location
1 (M)	SEAPA Holiday (New Year's Day)	N/A
2	PSG Assembly Mtg	PSG
4	KTN Council Mtg	KTN
9	WRG Assembly Mtg	WRG
16	PSG Assembly Mtg	PSG
18	KTN Council Mtg	KTN
23	WRG Assembly Mtg	WRG
25 (Th)	SEAPA Special (Annual) Bd Mtg 2-5PM ***Elect Officers***	Electronic
30	APA Managers Forum/Director Training	Juneau
31	APA Alaska State Legislative Conference	Juneau

### FEBRUARY

Date	Organization / Event	Location
1	SE Conf Mid-Session Summit (Day 2)	Juneau
1	KTN Council Mtg	KTN
5	PSG Assembly Mtg	PSG
6-8	NWHA Annual Conf	Seattle
13	WRG Assembly Mtg	WRG
15	KTN Council Mtg	KTN
19 (M)	SEAPA Holiday (President's Day)	N/A
20	PSG Assembly Mtg	PSG
27	WRG Assembly Mtg	WRG

### MARCH

Date	Organization / Event	Location
4	PSG Assembly Mtg	PSG
7	KTN City Council Mtg	KTN
12	WRG Assembly Mtg	WRG
13-15	NHA Waterpower Week	Wash DC
14 (Th)	SEAPA Regular Board Mtg	KTN
18	PSG Assembly Mtg	PSG
21	KTN Council Mtg	KTN
26	WRG Assembly Mtg	WRG

### APRIL

Date	Organization / Event	Location
1	PSG Assembly Mtg	PSG
4	KTN Council Mtg	KTN
9	WRG Assembly Mtg	WRG
15	PSG Assembly Mtg	PSG
18	KTN Council Mtg	KTN
23	WRG Assembly Mtg	WRG
30-May 1	NWHA Technical Workshop	TBD

### MAY

Date	Organization / Event	Location
1	NWHA Technical Workshop	TBD
2	KTN City Council Mtg	KTN
6	PSG Assembly Mtg	PSG
14	WRG Assembly Mtg	WRG
16	KTN Council Mtg	KTN
20	PSG Assembly Mtg	PSG
27 (M)	SEAPA Holiday (Memorial Day)	N/A
28	WRG Assembly Mtg	WRG

### JUNE

Date	Organization / Event	Location
All Month	SEAPA Hydro Plants Shutdown	SWL/TYL/STI
3	PSG Assembly Mtg	PSG
4-6	APA Federal Legislative Conf	Wash DC
6	KTN Council Mtg	KTN
11	WRG Assembly Mtg	WRG
17	PSG Assembly Mtg	PSG
20	KTN Council Mtg	KTN
25	WRG Assembly Mtg	WRG
26	SEAPA Regular Board Mtg 1PM-5PM	WRG
27	SEAPA Crystal/BI Slough Tour 8AM-1PM	WRG

### JULY

Date	Organization / Event	Location
1	PSG Assembly Meeting	PSG
4 (Th)	SEAPA Holiday (Independence Day)	N/A
9 (or 11)	KTN Council Mtg	KTN
15-18	AEGIS Policy Holders Conf	Van., BC
15	PSG Assembly Mtg	PSG
18	KTN Council Mtg	KTN
23	WRG Assembly Mtg	WRG

### AUGUST

Date	Organization / Event	Location
1	KTN Council Mtg	KTN
5	PSG Assembly Mtg	PSG
15	KTN Council Mtg	KTN
19	PSG Assembly Mtg	PSG
27	WRG Assembly Mtg	WRG
28	SEAPA Regular Board Mtg 1PM-5PM	PSG
29	SEAPA Crystal/BI Slough Tour 8AM-1PM	PSG

## 2024 MEETING DATES / EVENTS

### SEPTEMBER

Date	Organization / Event	Location
2 (M)	SEAPA Holiday (Labor Day)	N/A
3	PSG Assembly Mtg	PSG
5	KTN Council Mtg	KTN
10-13	APA Annual Meeting	Fairbanks
10	WRG Assembly Mtg	WRG
16	PSG Assembly Mtg	PSG
19	KTN Council Mtg	KTN
24	WRG Assembly Mtg	WRG
24-26	Southeast Conference Annual Mtg	KTN

### OCTOBER

Date	Organization / Event	Location
3	KTN Council Mtg	KTN
7	PSG Assembly Mtg	PSG
8	WRG Assembly Mtg	WRG
17	KTN Council Mtg	KTN
21	PSG Assembly Mtg	PSG
22	WRG Assembly Mtg	WRG

### NOVEMBER

Date	Organization / Event	Location
4	PSG Assembly Mtg	PSG
7	KTN Council Mtg	KTN
11 (M)	SEAPA Holiday (Veteran's Day)	N/A
12	WRG Assembly Mtg	WRG
18	PSG Assembly Mtg	PSG
21	KTN Council Mtg	KTN
26	WRG Assembly Mtg	WRG
28 (T)	SEAPA Holiday (Thanksgiving)	N/A
29 (F)	SEAPA Holiday (Day After)	N/A

### DECEMBER

Date	Organization / Event	Location
2	PSG Assembly Mtg	PSG
4 (Wed)	SEAPA Regular Board Mtg 9AM-5PM	KTN
5	KTN Council Mtg	KTN
9-13	Alaska Municipal League Annual Mtg	Anchorage
10	WRG Assembly Mtg	WRG
16	PSG Assembly Mtg	PSG
19	KTN Council Mtg	KTN
24 (Tu)	SEAPA Holiday (Christmas Eve)	N/A
25 (W)	SEAPA Holiday (Christmas Day)	N/A

**SEAPA Board Meetings noted on the above calendar are scheduled around the following:**

Petersburg Borough Assembly Meetings	1st & 3rd Monday every month
Ketchikan Gateway Borough Meetings	Same as Petersburg every month
City and Borough of Wrangell Meetings	2nd & 4th Tuesday every month, except only one meeting held in July, August, and December: July & August: <u>only 4<sup>th</sup> Tuesday mtg held</u> December: <u>only 2<sup>nd</sup> mtg held</u>
Ketchikan City Council Meetings	1st & 3rd Thursday every month