

Public Meeting Agenda

California Housing Finance Agency Executive Evaluation Committee
Thursday, August 22, 2024
11:30 a.m.

500 Capitol Mall
14th Floor Main Conference Room
Sacramento, CA 95814
916.326.8088

This meeting is also available to view via Zoom. Click on the link to register:

<https://events.zoom.us/j/9163268088>

1. Roll Call
2. Approval of the meeting minutes of the June 20, 2024, meeting 1
3. Chairperson comments
4. Closed session pursuant to Government Code section 11126(a)(1) to evaluate the performance of a public employee
5. Report from closed session
6. Annual review of the Committee Charter (Jim Cervantes) 3
7. Other Committee matters
8. Public comment: Opportunity for members of the public to address the Committee on matters within the Committee’s authority
9. Adjournment

NOTES**

Public parking for 500 Capitol Mall is available at: 1) Building parking structure with entrance on N street (\$2 per 20 minutes, \$6 per hour, \$24 daily maximum); 2) Limited metered street parking; and 3) Other nearby parking structures (costs vary)

MINUTES

California Housing Finance Agency (CalHFA) Executive Evaluation Committee Meeting June 20, 2024

Meeting noticed on June 10, 2023

1. Roll Call

The California Housing Finance Agency Executive Evaluation Committee meeting was called to order at 9:03 a.m. by Chair Cervantes. A quorum of members was present.

MEMBERS PRESENT: Moss*, Cervantes, White

MEMBERS ARRIVING
AFTER ROLL CALL: None

MEMBERS ABSENT: None

STAFF PRESENT: Chris Shultz, Marc Victor, Jennifer LeBoeuf, Courtney Pond

*appeared remotely until arrival at the physical location (9:33 a.m.)

2. Approval of minutes – November 30, 2023

On a motion by White, the minutes were approved by unanimous consent of members present.

3. Chairperson comments

Chair Cervantes opened by welcoming everyone to the meeting. He announced that Member White would replace member Russell on the Committee pursuant to the authority granted to him by Resolution No. 22-01.

4. Discussion and recommendation to adjust the salary range for key exempt management staff

Presented by Jennifer LeBoeuf and Chris Shultz

LeBoeuf provided the Committee with an overview of how key exempt management staff receive salary range adjustments and shared that the last time a salary range adjustment was approved by the Board was in 2017. The members discussed and reached a consensus, without objection, to recommend to the full Board that they approve Resolution 24-17, which would adjust the salary ranges of key exempt management staff.

5. Discussion and recommendation to adjust the salary of the Executive Director based on the completed 2022/2023 performance evaluation

Presented by Jennifer LeBoeuf and Chris Shultz

LeBoeuf provided the Committee with a review of the Executive Director performance evaluation process and shared that after the last one that was completed in 2023, an increase in compensation could not be granted due to the salary range cap being reached. The Committee members then reached a consensus, without objection, to recommend to the full Board the approval of Resolution No. 24-18 which would provide a 3% increase to the Executive Director's salary based on the performance evaluation that was completed in 2023.

6. Other Committee matters

Chair Cervantes asked if there were any other Committee matters to discuss and there were none.

7. Public comment

Chair Cervantes asked if there were any members of the public who would like to make a comment and there were none.

8. Adjournment

As there was no further business to be conducted, Chair Cervantes adjourned the meeting at 9:35 a.m.

**California Housing Finance Agency
Executive Evaluation Committee Charter
Revised February, 2020**

Mission

The Executive Evaluation Committee (the "Committee") is a committee of, and reports to, the Board of Directors of the California Housing Finance Agency (the "Board"). Through this Charter, the Board delegates certain responsibilities to assist the Board in fulfilling its oversight responsibilities to evaluate the Executive Director and compensation of key exempt management with the Agency. In performing its duties, the Committee will recommend its evaluation of the Executive Director to the Board for action. The Committee will also recommend to the Board compensation policies and procedures designed to attract and retain the best personnel to allow the Agency to achieve its goals and remain competitive in the marketplace.

Membership

The Committee will be comprised of no fewer than three voting members of the Board, to be selected by the Chair of the Board to serve on a rotational basis with staggered terms. The Committee Chair will be designated by the Board Chair.

Authority

The Committee was established by Board Resolution 06-16 revised by Resolution 08-17, amended and restated* by Resolution 13-10 and further amended by Resolution 20-01. The Committee will act in an advisory capacity to the Board. Staff of the Agency will serve as a resource to Committee. The Committee has the authority to conduct any review appropriate to fulfilling its responsibilities. All employees of the Agency are directed to cooperate as requested by members of the Committee and the Committee will have complete access to Agency records and data.

Meetings

The Committee will meet as often as its members determine is necessary, but not less frequently than once each calendar year. The committee will report its proceedings and recommendations to the full Board, at the first regular meeting of the Board following a Committee meeting. All meetings of the Committee shall be open public meetings subject to the same notice and agenda procedures as are regular meetings of the Board. Any personnel evaluations may be held in closed session to the extent permitted or required by the Bagley- Keene Act; provided, however, that discussions of compensation issues shall take place in open session.

*This correction is clerical and accurately reflects what Resolution 13-10 effectuated

Minutes

Minutes of each meeting will be prepared and sent to all members of the Board. The Committee minutes need not be verbatim. Minutes of the Committee will be presented to the Committee for review and approval at the next meeting of the Committee. Minutes of Committee meetings are public records unless exempted under the California Public Records Act or other applicable law.

Duties

The Committee will conduct the following activities:

1. Make recommendations to the full Board to enable the Board to carry out its duties and functions under Health and Safety Code section 50909;
2. Periodically cause to be conducted salary surveys that will form the basis of the design of a compensation plan that will attract and retain senior executive personnel qualified to lead the Agency in its mission and maintain its competitive posture in the marketplace. Such surveys will be conducted by independent outside advisors based on a comparison of compensation plans and compensation levels of other state and local housing finance agencies, other comparable agencies of the State of California, non-profit housing agencies, for-profit institutions and other relevant labor pools;
3. The Committee shall review any proposed contracts to engage consultants needed to carry out its duties under this Charter, including the outside advisor conducting the salary survey required by Health & Safety Code section 50909. The Committee shall make recommendations regarding such contracts to the Board, and the Board shall consider such recommendations. In the event that the Board approves any such contract, the Board shall direct the Executive Director to sign such contract on behalf of the Agency;
4. It shall be the policy of the Board and Committee to avoid any conflicts of interest in connection with the exercise of its duties. In carrying out its responsibilities under this Charter, the Committee shall endeavor to create a balanced process that avoids the appearance of conflicts of interest to the extent reasonably possible, while permitting the involvement of staff in a way reasonably necessary to accomplish its purposes and duties under this charter.
5. Periodically review and evaluate, with the assistance of Agency management, staff and outside advisors, the structure and level of Agency compensation of those senior executives whose salaries are established by the Board pursuant to section 50909;

6. Annually review the performance of the Executive Director;
7. Based on the annual review of the Executive Director's performance and the results of the salary surveys conducted by independent outside advisors, make a recommendation to the Board for the compensation level of the Executive Director;
8. At the direction of the Board of Directors, review that portion of the Agency's budget containing the compensation of key exempt management and recommend to the Board approval or amendments to those compensation levels. The Committee's recommendation will be based on a review of performance evaluations completed by the Executive Director and the results of the salary surveys conducted by outside advisors;
9. Review and discuss management succession at least annually;
10. Review legal and regulatory matters that may have a material impact on the Agency's compensation philosophy, structure and plans.

Other Committee Duties

In addition to the duties outlined above, the Committee annually will also:

1. Conduct a review of its performance, including a review of its compliance with this Charter;
2. Review and assess the adequacy of this Charter taking into account all legislative, regulatory and contractual requirements applicable as well as any best practices, and, if appropriate, will recommend Charter amendments to the Board.