

Annual Health Service Board Employee Performance of SFHSS Executive Director

November 6, 2025

Presented by Holly Lopez, HSB Secretary

The Process Timeline

Date	Task
Thursday, November 6, 2025	Governance Committee Meeting
	Review the draft performance evaluation and timeline.
Thursday, November 13, 2025	Health Service Board Meeting
	HSB approves the final E.D. performance evaluation and timeline.
Wednesday, January 14, 2026	Executive Director Guillen's Self-Evaluation due to Board Secretary
Friday, January 16, 2026	Board Secretary sends the E.D. Performance evaluation to the HSB, with Executive Director Guillen's self-evaluation attached. (2 weeks to complete the evaluation)
	Board Secretary emails the E.D. performance evaluation to the SFHSS COO and CFAO, with Executive Director Guillen's self-evaluation attached. (2 weeks to complete the evaluation)
Tuesday, January 27, 2026	Board Secretary sends a reminder email to HSB, SFHSS COO, and CFAO.
Friday, January 30, 2026	HSB Performance Evaluation Responses Due to Board Secretary
	Board Secretary compiles responses and prepares the draft report for the Governance Committee.
Friday, February 20, 2026	Board Secretary completes a draft report for the Governance Committee.
Week of February 23, 2026 (Tentative)	Governance Committee Meeting
	Board Secretary presents draft E.D. performance evaluation report and results during a closed session.
Thursday, March 12, 2026	Health Service Board Meeting
	HSB approves E.D.'s performance evaluation report and results during a closed session.

Evaluation Areas

- 1. Leadership and Vision**
- 2. Resource Management and Governance**
- 3. Management of People**
- 4. Collaboration and Communication**
- 5. Client Service Focus**

Rating Scale for Each Section

5	4	3	2	1
Exceptional Performance	Above Expectations	Performance Meets Expectations	Performance Improvement Needed	Unsatisfactory Performance

Recommendation

Approve the 2025 Health Service Board Annual Employee Performance Evaluation and Timeline.