

September 19, 2023



**AGENDA ITEM 4E**

**EXECUTIVE DIRECTOR ANNUAL EVALUATION**

**TYPE OF ITEM: Consent**

**STATEMENT OF ISSUE**

The Executive Director's performance evaluations were completed by the Executive Committee Members and are presented for final approval.

**EXECUTIVE COMMITTEE ACTION**

The CRTPA Executive Committee met on August 22, 2023 and reviewed the evaluations. Following a brief discussion, the Committee voted to approve the evaluations.

**RECOMMENDED ACTION**

Option 1: Approve the revised Executive Director's Evaluations for 2023.  
(Recommended)

Option 2: Provide other direction.

**ATTACHMENT**

Attachment 1: Executive Director's Evaluations for 2023



## Executive Director Performance Review

### EMPLOYEE INFORMATION

**Name:** Greg Slay

**Review Date:**

### REVIEW INFORMATION

**Reviewer Name:** COMMISSIONER  
MESSERSMITH

**Review Period:** July 18, 2022 – July 18, 2023

Complete this review using the following scale:

- 2** = EXCEEDS JOB EXPECTATIONS: Consistently exemplary performance, including in demanding situations or circumstances.
- 1** = MEETS JOB EXPECTATIONS: Competent performance in most situations and circumstances.
- 0** = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- X** = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

	(Outstanding)	(Good)	(Needs Work)	(Poor)
<b>EVALUATION</b>				
	<b>2</b>	<b>1</b>	<b>0</b>	<b>X</b>

**Maintains effective communications with and availability for the CRTPA Board**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Represents the CRTPA well, understands role, and implements the Board's vision**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Understands and maintains compliance with Federal and State MPO requirements as they apply to the CRTPA**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Understands current trends and issues impacting the CRTPA and membership, informs the Governing Board as to their implications**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Maintains public image of the CRTPA representing service, vitality and professionalism while enhancing the visibility and identity of the organization**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Builds relationships and encourages the creation of partnerships with other organizations that contribute to the CRTPA's mission and vision**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Meets challenges head on**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Manages assets including technology, equipment, budget, and office space**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Encourages public involvement and maintains transparency for the Board, the public, and staff**

**Inspires confidence, establishes credibility with the CRTPA Board**

**Maintains a "big picture" outlook and is aware of industry issues**

**Exhibits diligence in leading the CRTPA**

**Forecasts trends, responds to change, and invites innovation**

**Solicits and acts upon the ideas of others when appropriate**

**Demonstrates excellence in carrying out job responsibilities and accomplishing goals**

**Participates in relevant and worthwhile professional organizations**

**Areas for improvement:**

**Additional Comments:**

Mr. Slay is always available whenever a question or concern arises with regard to each county, municipality or funding of projects that come before the board and/or citizens that are served.



# Executive Director Performance Review

## EMPLOYEE INFORMATION

**Name:** Greg Slay

**Review Date:** 08/18/2023

## REVIEW INFORMATION

**Reviewer Name:** Commissioner Matlow

**Review Period:**

July 18, 2022 – July 18, 2023

Complete this review using the following scale:

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- 0** = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- X** = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding) (Good) (Needs Work) (Poor)

## EVALUATION

**2** **1** **0** **X**

**Maintains effective communications with and availability for the CRTPA Board**

x

**Represents the CRTPA well, understands role, and implements the Board's vision**

x

**Understands and maintains compliance with Federal and State MPO requirements as they apply to the CRTPA**

x

**Understands current trends and issues impacting the CRTPA and membership, informs the Governing Board as to their implications**

x

**Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives**

x

**Maintains public image of the CRTPA representing service, vitality and professionalism while enhancing the visibility and identity of the organization**

x

**Builds relationships and encourages the creation of partnerships with other organizations that contribute to the CRTPA's mission and vision**

x

**Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations**

x

**Meets challenges head on**

x

**Manages assets including technology, equipment, budget, and office space**

x

**Encourages public involvement and maintains transparency for the Board, the public, and staff**

x

**Inspires confidence, establishes credibility with the CRTPA Board**

x

**Maintains a "big picture" outlook and is aware of industry issues**

x

**Exhibits diligence in leading the CRTPA**

x

**Forecasts trends, responds to change, and invites innovation**

x

**Solicits and acts upon the ideas of others when appropriate**

x

**Demonstrates excellence in carrying out job responsibilities and accomplishing goals**

x

**Participates in relevant and worthwhile professional organizations**

x

**Areas for improvement:**

Meets and exceeds all expectations of the job.

**Additional Comments:**

It's been a pleasure working with you. Keep up the good work!



# Executive Director Performance Review

## EMPLOYEE INFORMATION

**Name:** Greg Slay

**Review Date:** August 21, 2023

## REVIEW INFORMATION

**Reviewer Name:** Rick Minor

**Review Period:** July 18, 2022 – July 18, 2023

Complete this review using the following scale:

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- 0** = PARTIALLY MEETS JOB EXPECTATIONS -- Shows capability, but in a variable manner. Improvement needed in key areas.
- X** = DOES NOT MEET JOB EXPECTATIONS -- Major or ongoing problems that negatively impact organizational objectives.

(Outstanding)      (Good)      (Needs Work)      (Poor)

## EVALUATION

**2**                      **1**                      **0**                      **X**

**Maintains effective communications with and availability for the CRTPA Board**

                                                                

**Represents the CRTPA well, understands role, and implements the Board's vision**

                                                                

**Understands and maintains compliance with Federal and State MPO requirements as they apply to the CRTPA**

                                                                

**Understands current trends and issues impacting the CRTPA and membership, informs the Governing Board as to their implications**

                                                                

**Hires and develops qualified staff appropriate for day-to-day operations and guides staff to achieve objectives**

                                                                

**Maintains public image of the CRTPA representing service, vitality and professionalism while enhancing the visibility and identity of the organization**

                                                                

**Builds relationships and encourages the creation of partnerships with other organizations that contribute to the CRTPA's mission and vision**

                                                                

**Develops sound budgets for current and future revenues and expenses necessary to maintain daily and overall operations**

                                                                

**Meets challenges head on**

                                                                

**Manages assets including technology, equipment, budget, and office space**

**Encourages public involvement and maintains transparency for the Board, the public, and staff**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Inspires confidence, establishes credibility with the CRTPA Board**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Maintains a "big picture" outlook and is aware of industry issues**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Exhibits diligence in leading the CRTPA**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Forecasts trends, responds to change, and invites innovation**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Solicits and acts upon the ideas of others when appropriate**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Demonstrates excellence in carrying out job responsibilities and accomplishing goals**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Participates in relevant and worthwhile professional organizations**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Areas for improvement:**

None noted.

**Additional Comments:**

As the Executive Director for the CRTPA, Mr. Slay has consistently exceeded job expectations in each of the areas noted above. He demonstrates professionalism with the Board, partners, staff, and citizens and is highly knowledgeable of federal and state MPO requirements.

Mr. Slay is also very adept in his communication and transparency with Board members and citizens. On numerous occasions I have asked him to meet with me and members of the public to discuss CRTPA funding, new opportunities, and/or specific CRTPA projects. In every case, he conveyed relevant information in a direct, easily understandable way. He also listens intently to constituents' concerns and shows a sincere interest in developing feasible solutions.

In summary, Mr. Slay is a great asset to the CRTPA and his service is of significant benefit to the people of the Capital Region.