



State of South Carolina
Agency Head Salary Commission

1200 Senate Street
6th Floor-Wade Hampton Office Building
Columbia, South Carolina 29201
(803) 737-0901

Senator Hugh K. Leatherman, Sr.
Chairman

TO: Governor, Board/Commission Chairmen

FROM: Hugh K. Leatherman, Sr.
Chairman, Agency Head Salary Commission

DATE: June 10, 2020

RE: 2019-2020 Agency Head Evaluations and 2020-2021 Planning Stages

Agency Head evaluations for FY 2019 - 2020 are due for submission to the Agency Head Salary Commission by **September 15, 2020**, for agency heads employed on or before October 1, 2019. The evaluation should be completed for each objective on **the 2019 - 2020** Planning Stage that was submitted **September 16, 2019**. The Agency Head Performance Evaluation form can be found at <http://www.sfaa.sc.gov/agency-head/evaluation>.

Also, each board/commission member should complete an agency head evaluation survey at http://www.sfaa.sc.gov/files/Agency_Head_Survey_for_Board_and_Commission_Members.pdf and return it to the board/commission chair to compile. Once the evaluation is completed, print out a copy for the agency head and board chair to sign. Please forward the signed document and the completed Agency Head Survey Composite Score Sheet (located at <https://www.sfaa.sc.gov/files/0815AHSC-Scoresheet.pdf>) to:

Mail Donna Foster
State Fiscal Accountability Authority
1200 Senate Street
6th Floor, Wade Hampton Building
Columbia, SC 29201

OR

Scan and Email Donna.Foster@sfaa.sc.gov

Additionally, the planning stage documents for FY 2020 - 2021 are due by **October 15, 2020**. The planning stage form for FY 2020-2021 is available on the website <http://www.sfaa.sc.gov/agency-head/evaluation>.

To assist with this process, staff is available to answer any questions and to provide training for board or commission members. For additional information please contact Donna Foster at 803-737-0901.

Thank you for your commitment to this process.