

# AGENDA

## HUMAN RESOURCES COMMITTEE MEETING

March 17, 2015

5:30 P.M. – 1201 S. Washington Ave.

REO Town Depot

Call to Order

Roll Call

Public Comments on Agenda Items

1. Human Resources Committee Meeting Minutes of January 20, 2015.....**TAB 1**

2. General Manager Search/Timeline

3. Annual Appointments/long-term contracts/severance payments

4. Revisions to Performance Evaluation Forms for the General Manager  
and the Internal Auditor .....**TAB 2**

5. Corporate Secretary Performance Evaluation

Other

Adjourn

## HUMAN RESOURCE COMMITTEE

January 20, 2015

The Human Resource Committee Chairperson Cynthia Ward called the meeting to order and asked the Secretary to call the roll. The following members were present: Commissioners Cynthia Ward, Anthony McCloud, Tony Mullen and David Price. Also present: Commissioners Margaret Bossenbery, Dennis Louney, Tracy Thomas and Sandra Zerkle.

Absent: None

### **Public Comments**

There were no public comments

*Human Resources (HR) Committee Chair Ward thanked all of the Commissioners who are not part of the HR Committee for attending this evening and welcomed Interim General Manager Dick Peffley to this meeting. As the Chair of the HR Committee Commissioner Ward took privilege to move Agenda item #2(Draft Contract for Interim General Manager) down on the Agenda to become item #4. There is a legal memo associated with mentioned item therefore the Committee will go into Closed Session pursuant to Michigan Law as well as go into a separate Closed Session for Agenda item #5.*

### **Approval of Minutes**

**Motion** by Commissioner Mullen, seconded by Commissioner Price to approve the Human Resource Committee meeting minutes of September 16, 2014.

**Action:** Motion Carried

### **Resolution Designating Commissioners to work with Legal Counsel**

HR Chair Ward stated there was a Resolution put forth last week at the Special Board Meeting that included designees for working with legal counsel pertaining to the termination of J. Peter Lark. The purpose of this Resolution is to clarify that it is the Board Chair and the HR Chair to serve as the point persons to resolve or work with legal counsel to resolve any disputes or to finalize the termination of J. Peter Lark. This resolution clarifies that language; this resolution also makes it clear that any final discussion or terms relative to finalizing the termination of J. Peter Lark is to be presented to the Full Board for consideration and for a vote.

At the request of Commissioner McCloud, HR Chair Ward read the following Resolution into the record.

#### **Proposed Resolution**

BE IT RESOLVED, That the official point of contact for the purpose of working with legal counsel to finalize the termination of J. Peter Lark's contract will be Chair David Price and Human Resources Chair Cynthia Ward; and

BE IT FINALLY RESOLVED, That the full Board of Commissioners will be kept appropriately updated by Commissioners Ward and Price of developments; and any proposals for final resolution will be presented to the full Board of Commissioners for consideration and approval.

**Motion** by Commissioner Price, Seconded by Commissioner McCloud to forward the proposed Resolution to the Full Board for consideration.

**Action:** Motion Carried

**Sample Performance Evaluation Forms**

HR Chair Ward stated that at a prior Human Resources committee meeting there was some discussion about making changes to the instrument that is used to evaluate the Board's three appointed employees. Ms. Ward stated that she contacted the American Public Power Association (APPA) and they shared several evaluation samples. She said the evaluations included in the meeting packet is primarily for information and welcomes any thoughts on the documents. Chair Ward stated that she is partial to the APPA evaluation form because the areas that they tend to address would be appropriate in the areas that this Board would want to address in our evaluation form. She said that the samples included is just for the General Manager and is still trying to secure sample evaluations for the Internal Auditor and the Corporate Secretary.

Chair Price said the sample is nice and is in favor of it. It narrows down the choices and the scale is much more reflective of what is being used in many personnel evaluations today. He said that we need different evaluations for our different employees because the questions that need to be asked are significantly different for each of the appointed employees.

HR Chair Ward said that she would like to include on the appointed employee's evaluation forms an area that explicitly indicates goals and objectives going forward in the next year. She stated that she would follow up with the APPA to see if their form can be used due to their copyright status.

Commissioner Mullen said that he would like to have an opportunity to sign the evaluation forms. HR Chair Ward stated that the Board needs to think about whether it makes sense to put forth eight separate evaluations or one Board evaluation. After more discussion regarding this matter, HR Chair Ward stated that she will make sure that Commissioner Mullen's concerns are addressed.

**Draft Contract for Interim General Manager**

HR Chair Ward stated that the Committee is being provided with an Attorney Client Privileged Memorandum. Considering such a discussion is most appropriate in Closed Session.

Motion by Commissioner Mullen, Seconded by Commissioner McCloud to go into closed session for the purpose of reviewing the contents of the attorney-client privileged memorandum as permitted by the Open Meetings Act, specifically MCL 15.268(h) and MCL 15.243(g).

**Roll Call Vote: Yeas:** Commissioners Ward, McCloud, Mullen and Price

**Nays:** None

The Human Resource Committee meeting went into closed session at 5:14 p.m.

Motion by Commissioner Price, seconded by Commissioner McCloud that the Human Resource Committee returned to open session. (6:25 p.m.)

HR Chair requested Members of the HR Committee, All Board of Commissioners and the Board's Attorneys to be include in the Closed Session.

Upon conclusion of the closed sessions, the following motion was made.

**Motion** by Commissioner McCloud, Seconded by Commissioner Mullen to allowing HR Chair Ward and Board Chair Price to work with the attorneys and Mr. Peffley in finalizing the terms of his contract and said contract to be brought back to the Full Board for review and approval.

**Action:** Motion Carried

**Closed Session Discussion (Attorney-Client Memo)..... (DISCUSSION ONLY)**

**[MCL 15.268(h) and MCL 15.243(g)]**

Motion by Commissioner Price, Seconded by Commissioner McCloud to go into Closed Session for the purpose of reviewing the contents of the Attorney-Client Privileged Memorandum as permitted by the Open Meetings Act, specifically MCL 15.268(h) and MCL 15.243(g).

**Roll Call Vote: Yeas:** Commissioners Ward, McCloud, Mullen and Price

**Nays:** None

The Human Resource Committee meeting went into closed session at 6:29 p.m.

Motion by Commissioner McCloud, seconded by Commissioner Price that the Human Resource Committee returned to open session. (7:40 p.m.)

**Other**

None

**Excused Absence**

None

**Public Comments**

None

**Adjourn**

**On Motion** by Commissioner Price, seconded by Commissioner McCloud, the meeting adjourned at 7:41 p.m.

Respectfully Submitted  
Cynthia Ward, Chair  
Human Resource Committee

DRAFT

# Performance Evaluation- General Manager

Review Period: January 13, 2015 through June 30, 2015

\* Required

Name \*

Has the General Manager successfully managed the organization financially? \*

1 2 3 4 5

seldom or not at all      all of the time

Does the General manager go beyond short-term financial operating performance- capturing longer-range targets as well? \*

1 2 3 4 5

seldom or not at all      all of the time

Does the General Manager build a strong staff to support the organization's efforts? \*

1 2 3 4 5

seldom or not at all      all of the time

Does the General Manager perform competently regarding quality/quantity of work, planning/organizing, decision making, communication, public relations, interpersonal relations with co-workers, and supervision? \*

1 2 3 4 5

seldom or not at all      all of the time

Does the General Manager promote a good working relationship with the Board of Commissioners? \*

1 2 3 4 5

seldom or not at all      all of the time

DRAFT

# Accountability/Communications

**Does the General Manager communicate openly and effectively with commissioners?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager provide useful information to the board that is helpful in board decision making?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager openly respect and trust the board?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager meet commitments made to the board?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manger demonstrate skills of conflict mangement?**

1 2 3 4 5

seldom or not at all      all of the time

**Other comments**

DRAFT

# Executive Leadership

**Does the General Manager develop and promote a clear vision for the organization?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager hire and develop quality and diverse staff?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager direct staff in such a way so as to assure maximum organizational efficiency?**

1 2 3 4 5

seldom or not at all      all of the time

## Other comments

# Purpose and Direction

**Does the General Manager develop and implement the goals and priorities of the utility?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager communicate expectations of the board and utility clearly to employees?**

1 2 3 4 5

seldom or not at all      all of the time

DRAFT

Does the General Manager identify current issues, problems, or projects that most concern the board?

1 2 3 4 5

seldom or not at all      all of the time

### Technical/Managerial

Does the General Manager understand and effectively direct the financial and business affairs of the utility?

1 2 3 4 5

seldom or not at all      all of the time

Does the General Manager monitor and respond effectively to the changing human resources needs in the utility?

1 2 3 4 5

seldom or not at all      all of the time

Does the General Manager delegate appropriately?

1 2 3 4 5

seldom or not at all      all of the time

Does the General Manager exercise fair-mindedness in dealing with employees, policies and procedures

1 2 3 4 5

seldom or not at all      all of the time

Other comments



DRAFT



## Political Skills

**Does the General Manager communicate effectively with the community and business interests?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager keep abreast of changes in government directives that have implications for the utility?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager seek to influence government concerning the emerging needs of the organization?**

1 2 3 4 5

seldom or not at all      all of the time

**Does the General Manager work to improve the image of the organization in the broader community?**

1 2 3 4 5

seldom or not at all      all of the time

## Accomplishments

### Employee's Accomplishments During Review Period

Employee may prepare separate narrative to email to HR Chair or designee. Please add "see separate attachment" in box below.

DRAFT

## Goals and Priorities for Next Year

**Identify goals and priorities for the next year. \***

Employee may prepare separate narrative to email to HR Chair or designee. Please add "see separate attachment" in box below.

*Never submit passwords through Google Forms.*

100%: You made it.

Powered by

This content is neither created nor endorsed by Google.  
Report Abuse - Terms of Service - Additional Terms

Timestamp	Has the General Manager successfully managed the organization financially?	Does the General manager go beyond short-term financial operating performance- capturing longer-range targets as well?	Does the General Manager build a strong staff to support the organization's efforts?
3/11/2015 8:33:34	4	5	4
3/11/2015 15:01:52	5	5	5
3/11/2015 20:52:29	3	3	2

SAMPLE

# 3 responses

[View all responses](#)

## Summary

SAMPLE

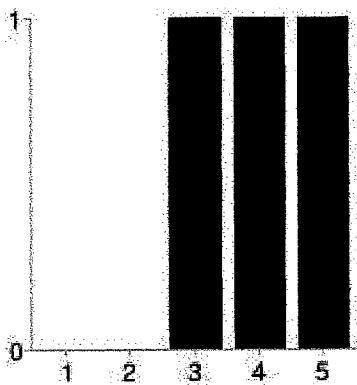
### Name

Citizen

David Price

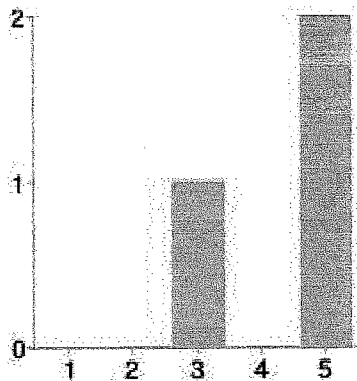
Cynthia Ward

**Has the General Manager successfully managed the organization financially?**



1	0	0%
2	0	0%
3	1	33%
4	1	33%
5	1	33%

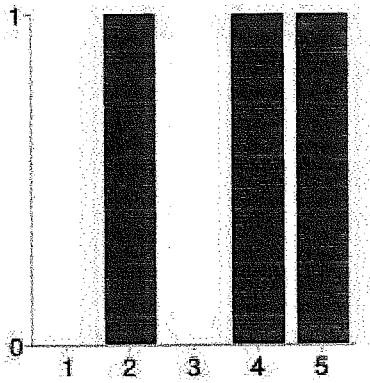
**Does the General manager go beyond short-term financial operating performance- capturing longer-range targets as well?**



1	0	0%
2	0	0%
3	1	33%
4	0	0%
5	2	67%

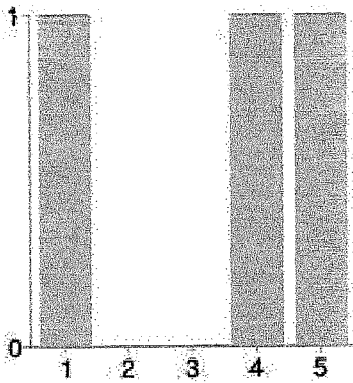
**Does the General Manager build a strong staff to support the organization's efforts?**

SAMPLE



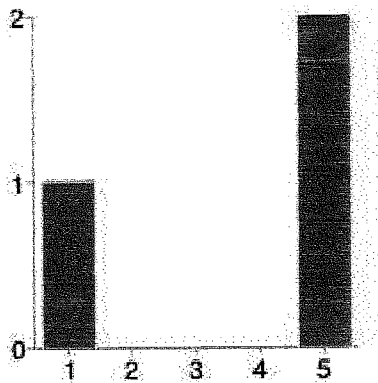
1	0	0%
2	1	33%
3	0	0%
4	1	33%
5	1	33%

**Does the General Manager perform competently regarding quality/quantity of work, planning/organizing, decision making, communication, public relations, interpersonal relations with co-workers, and supervision?**



1	1	33%
2	0	0%
3	0	0%
4	1	33%
5	1	33%

**Does the General Manager promote a good working relationship with the Board of Commissioners?**

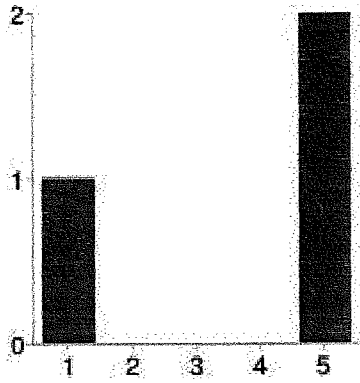


1	1	33%
2	0	0%
3	0	0%
4	0	0%
5	2	67%

## Accountability/Communications

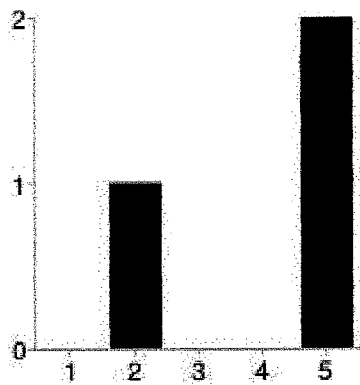
**Does the General Manager communicate openly and effectively with commissioners?**

SAMPLE



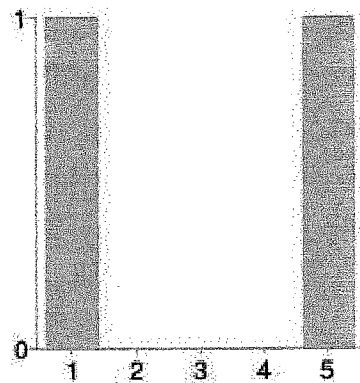
1	1	33%
2	0	0%
3	0	0%
4	0	0%
5	2	67%

**Does the General Manager provide useful information to the board that is helpful in board decision making?**



1	0	0%
2	1	33%
3	0	0%
4	0	0%
5	2	67%

**Does the General Manager openly respect and trust the board?**



1	1	33%
2	0	0%
3	0	0%
4	0	0%
5	1	33%

**Does the General Manager meet commitments made to the board?**

# Performance Evaluation- Internal Auditor

Review Period: July 1, 2014 through June 30, 2015

DRAFT

## Audit Project Skills and Technical Knowledge

**Demonstrates good judgment, analytical ability, and uses common sense in making decisions.**

1 2 3 4 5

seldom or not at all      all of the time

**Plans and develops audit programs timely after completing preliminary survey/risk assessment.**

1 2 3 4 5

seldom or not at all      all of the time

**Identifies high risk areas and designs appropriate tests to achieve audit objectives.**

1 2 3 4 5

seldom or not at all      all of the time

**Demonstrates workpaper documentation skills (e.g., well-documented, crossed-referenced, complete, and well-organized).**

1 2 3 4 5

seldom or not at all      all of the time

**Identifies and references necessary research and analysis of BWL policies and procedures.**

1 2 3 4 5

seldom or not at all      all of the time

**Demonstrates knowledge of professional auditing standards.**

1 2 3 4 5

seldom or not at all      all of the time

DRAFT

**Maintains objectivity in performing audits.**

1 2 3 4 5

seldom or not at all      all of the time

**Follows-up to ascertain that appropriate action was taken on reported audit findings.**

1 2 3 4 5

seldom or not at all      all of the time

## Communication Skills

**Demonstrates written communication proficiency (e.g., reports are well written and require minimal edits).**

1 2 3 4 5

seldom or not at all      all of the time

**Produces reports that are factual, supported by workpapers, and include only relevant information.**

1 2 3 4 5

seldom or not at all      all of the time

**Demonstrates verbal communication proficiency (e.g., communication is clear, concise).**

1 2 3 4 5

seldom or not at all      all of the time

## Time Management and Administration

**Meets time deadlines while meeting quality requirements.**



DRAFT

1 2 3 4 5

seldom or not at all      all of the time

**Is well organized, effectively prioritizes assignments, and minimizes "down time".**

1 2 3 4 5

seldom or not at all      all of the time

**Follows directions and requires minimal supervision.**

1 2 3 4 5

seldom or not at all      all of the time

## Scope of Work

**Reviews reliability and integrity of financial and operating information and the means used to identify, measure, classify, and report such information.**

1 2 3 4 5

seldom or not at all      all of the time

**Reviews the systems established to ensure compliance with those policies, plans, procedures, laws and regulations, and contracts which could have a significant impact on operations and reports.**

1 2 3 4 5

seldom or not at all      all of the time

**Reviews the means of safeguarding assets and as appropriate, verify the existence of such assets.**

1 2 3 4 5

seldom or not at all      all of the time

## Career Development

Made progress towards achieving previous year's goals/objectives

1 2 3 4 5

DRAFT

seldom or not at all      all of the time

Maintained technical competence through continuing education.

1 2 3 4 5

seldom or not at all      all of the time

Comments/Remarks

Employee Comments

Empty text box for Employee Comments

Commissioner's Comments

Empty text box for Commissioner's Comments

Submit

Never submit passwords through Google Forms.