

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERFORMANCE EVALUATION

DATE: NOVEMBER 28, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: SEEBER
GIRARD
MONTESI
BRAYMER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS: VANSELOW
STROUGH
DICKINSON

OTHERS PRESENT:

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, WARREN COUNTY BUDGET OFFICER
SUPERVISORS LEGGETT
MACDONALD
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
DON LEHMAN, *THE POST STAR*
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the November 28, 2016 meeting of the Performance Evaluation Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:
<http://www.warrencountyny.gov/gov/comm/Archive/2016/performance/>

Ms. Seeber called the meeting of the Performance Evaluation Committee to order at 11:50 a.m.

Motion was made by Mr. Girard, seconded by Mr. Montesi and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Privilege of the floor was extended to Jackie Figueroa, County Human Resources Director, who apprised that goals had been established for 2017 for ninety out-of-unit employees. She recommended the goal of Department Head evaluations and goal setting. Ms. Figueroa handed out three different examples of forms to be used for the evaluations. Ms. Seeber suggested the goal of having mid-year evaluations, as well as end of the year formal evaluations. She noted that the form would be used for both Department Heads, as well as the non-union employees.

Discussion ensued regarding department specific forms and questions on the forms, the number of departments and training on how to complete the evaluation forms, following which a motion was made by Mr. Montesi, seconded by Mr. Girard and carried unanimously to approve using the long form for evaluations, combined with the "Goal Setting" sheet and the necessary resolution was authorized for the December 16th Board meeting.

Ms. Seeber advised the next step was to determine what group would perform the Department Head evaluations. Mr. Montesi suggested the Chairperson of each oversight Committee participate in the evaluation of the Department Heads they oversaw, as well as the future County Administrator or a member of the Performance Evaluation Committee.

A Discussion ensued.

Ms. Seeber apprised she felt the first evaluation should be completed mid-year and the next one should correspond with the budget process. It was the consensus of the Committee that they establish April 1st as the date by which the mid-year reviews would be completed and October 1st was established as the date for final review to coincide with the Budget Review, with the exception of 2017 when the mid-year review would be completed during January 2017 and the final review would be completed during October.

Discussion ensued with respect to the processes used by other Counties which allowed a 2% cost of living increase, as well as eligible merit increases of up to 4%, following which it was determined this could be considered for implementation, possibly in 2018.

Concluding the agenda review, Ms. Seeber informed the last aspect of the performance evaluations would be training. Ms. Figueroa offered to provide written material. She added that she would inquire whether County employees were interested in class room training or if there would just be specific questions that Human Resources could assist them with. Discussion ensued pertaining to the need for job descriptions and duties to be updated in 2017 for all positions.

There being no further business to come before the Performance Evaluation Committee, on motion made by Mr. Girard and seconded by Ms. Braymer, Ms. Seeber adjourned the meeting at 12:13 p.m.

Respectfully submitted,
Molly Ganotes, Legislative Office Specialist
As transcribed by Leslie Lovelace, Secretary to the Clerk of the Board