

ALLEGAN COUNTY BOARD OF COMMISSIONERS

INDEX

JUNE 16, 2011 PLANNING SESSION

JOURNAL 60

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June 16, 2011 Planning Session

**June 16, 2011 SESSION - INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL**

1/ The Board of Commissioners of the County of Allegan, State of Michigan, met in the Allegan Township Hall on June 16, 2011, at 9:30 A.M. in accordance with the motion for adjournment of June 9, 2011 and rules of this Board; Chairman DeYoung presiding.

The invocation was offered by Commissioner Kapenga.

The Deputy County Clerk led the Board in the Pledge of Allegiance to the flag.

Upon roll call the following members answered as Commissioners for the respective Districts:

|         |              |          |              |
|---------|--------------|----------|--------------|
| DIST #1 | TERRY BURNS  | DIST #7  | DON BLACK    |
| DIST #2 | STEVE McNEAL | DIST #8  | TOM JESSUP   |
| DIST #3 | PAUL Van ECK | DIST #9  | BILL SAGE    |
| DIST #4 | MARK DeYOUNG | DIST #10 | JON CAMPBELL |
| DIST #5 | DEAN KAPENGA | DIST #11 | LARRY JONES  |
| DIST #6 | MAX THIELE   |          |              |

**PUBLIC PARTICIPATION - NO COMMENTS**

2/ Chairman DeYoung opened the meeting to public participation and as there were no comments from the public, he declared the meeting closed to public participation.

**MINUTES - APPROVAL**

3/ Moved by Commissioner Van Eck, seconded by Commissioner Jones to approve the minutes of the April 14, 2011 board session as distributed. Motion carried.

**MEETING AGENDA - ADOPTED**

4/ Chairman DeYoung called for any additions to the meeting agenda. Commissioner McNeal suggested that the board have a discussion on Obamacare. Chairman DeYoung stated that this item will be added under discussion on the next board agenda.

VanEck to adopt the meeting agenda as presented. Motion carried.

**COUNTY ADMINISTRATOR'S EVALUATION PROCESS:**

**JOB DESCRIPTION FOR ADMINISTRATOR**

5/ Human Resources Director, Vickie Herzberg, distributed the handouts of the job description and the evaluation process for the Administrator. The board discussed changes to the job description with regards to the second paragraph under the heading of "Scope of Responsibility and Authority." Commissioner Thiele questioned the meaning of "appointed departments." Vicki stated that she will clarify this by incorporating "appointed departments reporting directly to the Administrator" in the first paragraph to clarify the meaning.

Moved by Commissioner Burns, seconded by Commissioner Campbell to accept the job description, with the change.

Moved by Commissioner Jones, seconded by Commissioner Black to amend item 11 to read:

11. Represents the County Board of Commissioners as a body and acts as liaison between the Board and county departments, other elected officials, local units of government, various agencies and other committees on the federal, state, county, and community issues.

Motion carried by roll call vote: Yes - 11 votes. Nays - 0 votes. Absent - 0 votes.

Moved by Commissioner McNeal, seconded by Commissioner Sage to eliminate the heading "Other Functions" from the job description while retaining the statement in italics beneath that heading. Motion carried.

The original motion to adopt the job description as amended was approved by roll call vote: Yes - 10 votes. Nays - 1 vote. Absent - 0 votes.

|   |              |   |              |
|---|--------------|---|--------------|
| Y | TERRY BURNS  | Y | DON BLACK    |
| N | STEVE McNEAL | Y | TOM JESSUP   |
| Y | PAUL VanECK  | Y | BILL SAGE    |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES  |
| Y | MAX THIELE   |   |              |

**EVALUATION PROCESS:**

6/ Human Resource Director, Vickie Herzberg reviewed the performance evaluation handbook and forms and addressed the various rubrics involved in the evaluation process: *Leadership, Code of Ethics, Management, Planning, Financial, Public Relations, Communications and Goal Orientation*. She explained the rating process and recommended the following scale:

3 = Exceptional  
 2 = Exceeds Expectations  
 1 = Meets Expectations  
 0 = Does Not Meet Expectations

She explained this range of ratings will eliminate the tendency to default to the median. There was a great deal of discussion regarding the range of rating numbers to be used as well as whether the term "minimal" or "somewhat" should be put into the meanings.

Moved by Commissioner McNeal, seconded by Commissioner Kapenga to change the meaning of a ranking of 1 to, "meets minimal expectations". Motion failed on roll call vote: Yes - 5 votes. No - 6 votes. Absent - 0 votes.

|   |              |   |              |
|---|--------------|---|--------------|
| Y | TERRY BURNS  | N | DON BLACK    |
| Y | STEVE McNEAL | N | TOM JESSUP   |
| Y | PAUL VanECK  | Y | BILL SAGE    |
| N | MARK DeYOUNG | N | JON CAMPBELL |
| Y | DEAN KAPENGA | N | LARRY JONES  |
| N | MAX THIELE   |   |              |

**BREAK - 11:15 A.M.**

7/ Upon reconvening at 11:25 A.M., the following Commissioners were present: Commissioner Burns, McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Sage, Campbell and Jones.  
 Absent - None.

**EVALUATION PROCESS:**

8/ Moved by Commissioner VanEck, seconded by Commissioner Black to adopt the evaluation tool as presented.

Moved by Commissioner McNeal, seconded by Commissioner Jessup to table the evaluation process until the next session.  
Motion failed on roll call vote: Yes - 5 votes. No - 6 votes.  
Absent - 0 votes.

|   |              |   |              |
|---|--------------|---|--------------|
| N | TERRY BURNS  | N | DON BLACK    |
| Y | STEVE McNEAL | Y | TOM JESSUP   |
| N | PAUL VanECK  | Y | BILL SAGE    |
| N | MARK DeYOUNG | N | JON CAMPBELL |
| Y | DEAN KAPENGA | N | LARRY JONES  |
| Y | MAX THIELE   |   |              |

**BREAK - 12:13 P.M. FOR LUNCH**

9/ Upon reconvening at 12:45 P.M., the following Commissioners were present: Commissioner Burns, McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Sage, Campbell and Jones.  
Absent - None.

**AMEND RATING SCALE**

10/ Moved by Commissioner Campbell, seconded by Commissioner VanEck to amend the rating scale to the following format:

- 3 = Exceeds expectations
- 2 = Somewhat exceeds expectations
- 1 = Meets expectations
- 2 = Somewhat meets expectations
- 3 = Does not meet expectations

Motion carried by roll call vote: Yes - 9 votes. No - 2 votes. Absent - 0 votes.

|   |              |   |              |
|---|--------------|---|--------------|
| Y | TERRY BURNS  | N | DON BLACK    |
| Y | STEVE McNEAL | Y | TOM JESSUP   |
| Y | PAUL VanECK  | Y | BILL SAGE    |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES  |
| N | MAX THIELE   |   |              |

The original motion by Commissioner VanEck, which was seconded by Commissioner Black to adopt the evaluation tool with the amended ranking scale passed by roll call vote: Yes - 10 votes. No - 1 vote. Absent - 0 votes.

|   |              |   |              |
|---|--------------|---|--------------|
| Y | TERRY BURNS  | Y | DON BLACK    |
| N | STEVE McNEAL | Y | TOM JESSUP   |
| Y | PAUL VanECK  | Y | BILL SAGE    |
| Y | MARK DeYOUNG | Y | JON CAMPBELL |
| Y | DEAN KAPENGA | Y | LARRY JONES  |
| Y | MAX THIELE   |   |              |

**STRATEGIC PLANNING:**

11/ Rob Sarro brought everyone up to date on the goals, objectives and outcomes for each of the strategic points selected in past sessions. It's important to define what needs to be accomplished (goals), allocate resources according to the priority assigned to those goals and ensure that we have measures in place to evaluate our progress (objectives and outcomes). He reviewed the Mission, Vision and the overarching goals:

- Quality Services
- Financial Stability
- Efficient business processes
- Engaged workforce

He distributed red and green dots to each Commissioner and asked them to rank the items listed on the walls around the room to indicate individual priorities to see if there is a pattern developing for the group.

**CLOSED SESSION - TO DISCUSS PENDING LITIGATION**

12/ Moved by Commissioner Jones, seconded by Commissioner Campbell to recess to closed session to discuss pending litigation. Motion carried by roll call vote: Yes - 11 votes. No - 0 votes. Absent - 0 votes. The meeting was recessed at 2:51 P.M.

**C L O S E D   S E S S I O N**

**RECONVENE/ROLL CALL**

13/ Upon reconvening at 3:10 P.M., the following Commissioners were present: Commissioner Burns, McNeal, VanEck, DeYoung, Kapenga, Thiele, Black, Jessup, Sage, Campbell and Jones.  
Absent - None.

**WORKER'S COMPENSATION SETTLEMENT**

14/ Moved by Commissioner Campbell, seconded by Commissioner McNeal to authorize the Administrator to execute a worker's compensation settlement as recommended. Motion carried by roll call vote: Yes - 11 votes. No - 0 votes. Absent - 0 votes.

**ADJOURNMENT UNTIL JUNE 23, 2011 AT 9:30 A.M. AND 1:00 P.M.**

15/ Moved by Commissioner VanEck, seconded by Commissioner Campbell to adjourn until June 23, 2011 at 9:30 A.M. with Board Meeting at 1:00 P.M. The motion carried and the meeting was adjourned at 3:13 P.M.

  
Clerk-Register