

Minutes
Personnel Committee
Board of Health for Madison and Dane County
April 17, 2008 at 4:30 PM
Water Utility, 119 E. Olin Avenue, Conference Room

Present: Lauren Cnare, Bill Sonzogni, Linda Oakley (Chair)

Others: Susan Zahner, David Caes (recorder)

I. Call to Order/Roll Call

Meeting called to order at 4:33 PM.

II. Public Comment—5 minutes per speaker

There were no comments for the committee.

III. Approval of Minutes

Minutes from the November 1, 2007 meeting were reviewed.

Zahner commented that it might not be accurate to state that merit increases are tied to the outcome of the review. She also noted that the Mayor and County Executive receive the review from the Board, but do not approve it.

Cnare asked that these comments be reflected in the minutes for this meeting, but that if these were the comments made at that meeting, the minutes need to reflect that, even if the comments may not have been accurate.

Cnare moved approval of minutes. The minutes were approved by acclamation.

IV. Review of the Director's performance evaluation process

Oakley began by pointing out that we have been through the current evaluation process twice. This discussion is to look at the evaluation and report processes.

Cnare commented that the report needs to include both notable accomplishments and areas needing improvement.

Cnare mentioned that the committee was disappointed by the number of evaluators who responded this year. Oakley noted that time pressures may have been a factor for some evaluators. Cnare added that we need to seek full participation.

Oakley stated that improvements were needed in the current processes used to share the evaluation findings and draft report with the full Board and the director.

Sonzogni said that the meetings with the director and the full Board could be less awkward. He suggested that the full Board review a draft report of the evaluation findings in closed session prior to meeting with the director.

Oakley commented that a meaningful discussion of the report might be more likely if a smaller group, such as the Board chair and the chair of the personnel committee, meets with the director.

Zahner said that this could mean that the meeting with the director might not occur until the very end of the process and that there might be issues that need to be clarified with the director much earlier in the process.

Oakley summarized the discussion as follows. The Board should meet in closed session to finalize the report then a small group, possibly the board chair and personnel committee chair, would meet with the director. No additional changes or concerns in the evaluation process were discussed.

Zahner mentioned that the Board may make recommendations about merit increases for the director, but it is the Mayor and County Executive who make any decisions. She commented that we have not received feedback from the Mayor and County Executive.

Oakley will make the discussed amendments to the policy and bring them to the full Board.

V. Plan for next meeting

The committee will schedule meetings as needed.

VI. Meeting adjourned at 5:20 PM