Absent: Representatives Marietta and Clark
Also Present: Penney Gentile

The committee and Penney Gentile discussed the Policy for the Evaluation of Non-Managerial/Confidential Employees and Policy for the Evaluation of Managerial/Confidential Employees including but not limited to:

- Combining the 2 policies due to similarities
- The need to establish a reasonable system for all employees
- Evaluations are a time consuming process and may be best to move them to no longer than every 2 years
- Present the policies to the Administration committee for approval this month
- the process/timeline of evaluations
- should all employees be evaluated at 6 months?
- all persons evaluated should receive the form 1 month prior to their evaluation
- forms are available online and are fillable

The committee and Penney Gentile reviewed the Department Head Evaluation Form and discussed potential changes including changing excellent to exceptional, removing the overall evaluation section, changing the current scoring to a scale of 3 - 0 with 3 being exceptional and 0 being unacceptable, and moving the question of Do you operate within budget constraints approved by the County Board? to the Judgment section instead of in the Cooperation section.

Penney Gentile and Representative Shannon stated they would begin today on combining the 2 policies and making the recommended changes so they can be presented to the Administration Committee on January 23rd.

There being no further business to discuss, the committee adjourned until Tuesday, February 19th, 2019 at 9:00 a.m. at the County Office Building.