Absent: Representative 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:

- The 2 policies are combined, they are now simplified, clear, and concise
- Changed the title of the policy to Evaluation of Non-Elected Employees
- Need to make sure department heads evaluate their staff
- Add questions to the form that ask: Did you evaluate your staff? Do you have a succession plan?
- More substantial comments are needed on the evaluation form
- Send a tip sheet to all Board members

Representative Marietta entered the meeting during the above discussion.

Representative Marietta noted his concerns with staff only getting evaluated every 2 years. The committee discussed how it should not be longer than every 2 years but it can be done annually.

Representative Marietta asked that the language at the end of the policy be strengthened so that department heads do staff evaluations and give them to the Personnel Office once completed.

Representative Martini moved to approve the evaluation policy as amended today. Seconded, Shannon. Total: 1,987; Ayes: 1,433; Absent: 554-Clark. Motion carried.

The committee discussed the evaluation forms including but not limited to:
- start evaluations in March, need to establish a schedule for the rest of the year
- send out reminders to committee chairs
- new form breaks down strengths and weaknesses
- the evaluation process of department heads- PRGS is a facilitation committee
- changing the categories and grading scale
- 0 will be unacceptable, 1 will be needs improvement
- excellent will now be exceptional
- subordinate evaluation form- send to key staff in department
Representative Koutnik stated that there is no perpetual salary system yet and the committee needs to make recommendations to the Administration Committee regarding the merit part of the raise for M/C.

Representative Koutnik stated that Managerial/Confidential needs to be compensated every year.

Penney Gentile discussed re-grading M/C titles the last grading/study was done in 1976.

There being no further business to discuss, the committee adjourned until Tuesday, March 26th, 2019 at 1:00 p.m. at the County Office Building.