

**PITT COUNTY BOARD OF COMMISSIONERS
GREENVILLE, NORTH CAROLINA
MARCH 3, 1999**

The Pitt County Board of Commissioners met in a workshop session meeting on Wednesday, March 3, 1999, at 8:30 a.m. in the Auditorium of the Agriculture Building, County Office Park, Greenville, North Carolina with the following commissioners present:

Eugene James, Chairman
Jeffrey E. Savage, Vice Chairman
Glenn Bowen, Commissioner
Charles P. Gaskins, Commissioner
David Hammond, Commissioner
Thomas H. Johnson, Commissioner
M. Theresa Shank, Commissioner
Beth B. Ward, Commissioner

Absent:

Mark W. Owens, Jr., Commissioner

Also present were:

Kurt Jenne, Institute of Government
Fleming Bell, Institute of Government
Thomas B. Robinson, County Manager
JoAnne Burgdorff, County Attorney
Susan J. Banks, Clerk to the Board
Arlen Holt, PIO and Cable Coordinator
John K. Bulow, Assistant Manager
Melonie Bryan, Director of Financial Services
Mike Taylor, MIS Director
Florida Hardy, Human Resources Director
Loretta Lewellyn, Budget Administrator

Call to Order and welcome by Chairman James.

Prayer by Commissioner Hammond.

Mr. Bell informed the Board that he would have to leave by 11:00 a.m. and they proceeded to discuss the proposed rules of procedure for board meetings. He said if the Board did decide to have pre-agenda meetings then they may need to adopt rules specifically for those meetings.

He discussed possible ways to handle public addresses during board meetings, as well as, other times when public comments may be deemed appropriate. It appeared that the majority of the Board supported the procedure of having a motion from the Board to approve for a citizen to speak to the Board outside of the public addresses/comment section. The Board appeared to be at a consensus on allowing

three minutes for public comments and that commissioners may be allowed to speak to an issue at least twice.

Chairman James noted that Commissioner Owens had asked to be officially excused from this meeting.

UPON MOTION by Vice Chairman Savage, seconded by Commissioner Hammond, the Board voted unanimously to excuse Commissioner Owens from this meeting.

Mr. Bell stated that after hearing the Board members discuss their procedures, that it may be wise to adopt a policy which only allows one amendment to an original motion at a time. He explained that the Board would vote on the amendment (substitute) motion and then on the main motion (as amended, if appropriate). He discussed the need and procedures for recessed meetings.

The Board members discussed and appeared to want to have further discussion on its policies and procedures as relating to the Board appointments to boards and committees. A comment was made that there should be a policy stating that if one commissioner is making a recommendation or nomination of an individual that resides in another commissioner's district, then the commissioner making the recommendation should be obligated to inform the commissioner of that district.

Chairman James asked Arlen Holt, Public Information Officer, to provide the Board with written recommendations on Board processes prior to the meetings being televised. It was a consensus of the Board, that approval of the minutes be placed under the consent agenda items.

Commissioner Ward asked to be excused from the meeting at this time. The Chairman authorized Commissioner Ward's excused absence at 10:50 a.m.

Chairman James recessed the meeting for five minutes at 10:55 a.m.

Mr. Jenne offered to come back to finish the discussions concerning the expectations and evaluations of the Manager, Attorney and Clerk, since there was not enough time to complete the discussions at this meeting.

Commissioner Shank suggested the Board start with the Attorney and the Clerk expectations today and move forward.

Commissioner Bowen motioned to schedule a meeting to continue this discussion at the end of the following regular meeting on March 15. The motion died due to lack of a second.

UPON MOTION by Commissioner Shank , seconded by Commissioner Gaskins, the Board voted unanimously to schedule a meeting, separate from the regular meeting, to discuss expectations and evaluations of the Manager and other staff. The Manager and Chairman were instructed to recommend a meeting date for the Board's approval.

Mr. Robinson suggested March 29th for the follow up meeting. Commissioner Shank stated support of the March 29th date.

Commissioner Savage stated that the Board needed to revisit its meeting schedule and makes some comparison for commissioners meetings.

Commissioner Johnson suggested the Board meet at 9:00 a.m. on March 29th. There was an informal vote on meeting of five to two with Commissioners Savage and Hammond opposed to the motion. Commissioner Hammond spoke about the numerous meetings which are being held and suggested that the compensation be revisited also.

Commissioner Bowen stated that this item should be considered at budget time and Commissioner Shank noted that it was not on this agenda.

Mr. Robinson suggested that this meeting schedule be added to the March 15th meeting agenda for approval since everyone will be present. Mr. Robinson suggested the Board should discuss the evaluation process of the staff.

Mr. Jenne stated that there are critical elements for evaluating staff which need to be considered and the Board needs to develop a systematic evaluation for each staff member concerned.

Mr. Jenne discussed the performance evaluations and stated how important they are to do on an annual basis. He said the staff should be present for their evaluation. There should be criteria set and expectations from the criteria.

Mr. Jenne said there are two sets of criteria as follows:

1. the routine aspects of the job.
2. the intangibles which are harder to evaluate

He stated that the evaluation cycle is usually offset from the fiscal year and set apart from the budget process. He said the cycle is to set expectations, evaluate staff, and then about one year later, have a formal evaluation. When completed with the evaluation, you should turn around and review expectations.

Mr. Jenne spoke about the importance of continual feedback and not saving it all for the evaluation time.

Commissioner Shank stated that there needs to be a unified set of expectations for the Manager by the Board.

Mr. Robinson said he would welcome commissioners coming in and meeting with him so he can inform them on a weekly basis.

The meeting was adjourned at 12:00 p.m.

Respectfully submitted,

Susan J. Banks, CMC
Clerk to the Board