

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

#17

Date: 8/28/2017 Weekly Agenda Date: 9/5/2017

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Supervisor Matthew Ung

WORDING FOR AGENDA ITEM:

Creation of standardized annual evaluation form for department heads

ACTION REQUIRED:

- | | | |
|--|---|--|
| Approve Ordinance <input type="checkbox"/> | Approve Resolution <input type="checkbox"/> | Approve Motion <input checked="" type="checkbox"/> |
| Public Hearing <input type="checkbox"/> | Other: Informational <input type="checkbox"/> | Attachments <input type="checkbox"/> |

EXECUTIVE SUMMARY:

Woodbury County supervisor-liaisons should begin evaluating department heads annually (calendar year) with a standardized performance evaluation. This is long overdue; supervisors should supervise.

BACKGROUND:

In recent years, it was discovered that performance evaluations of department heads happened sporadically, if at all. The board found this unacceptable, and in 2016, supervisor-liaisons each composed an "Evaluation of Goals" for department heads as a "baseline" to be used for a future performance evaluation. It is critical to follow through with this plan and start to evaluate annual performance.

FINANCIAL IMPACT:

n/a

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

The (necessary) 2016 practice of composing a narrative evaluation varied widely and was explicitly stated to not be a measure of performance, because it was a baseline. The practice should now evaluate performance on established goals/metrics, incorporate department head feedback, and should be conducted by the appointed supervisor-liaison(s), or in their absence, the Chairman or his designee.

ACTION REQUIRED / PROPOSED MOTION:

Motion to direct the Human Resources Dept. to produce a standardized performance evaluation of department heads form for board approval at the Oct. 31st meeting or earlier, for board members to evaluate the performance of department heads over the 2017 calendar year in the months of November/December.