



Sun Valley G.I.D. General Manager Evaluation Review Committee Minutes of March 07, 2013

Committee Members Present:

Jim Ainsworth
Mike Ariztia
Joseph Barstow
Erin Dowling
Vicky Maltman
Margaret Reinhardt

Board Members Not Present:

Others Present:

Ramona Brouchard Audience

The meeting of the Sun Valley GID General Manager Evaluation Review Committee was called to order by Committee Member Mike Ariztia at 3:00 p.m. in the Sun Valley District Administrative Building, 5000 Sun Valley Blvd, Sun Valley, NV.

Item#1. Roll Call.

Committee members present; Joseph Barstow, Margaret Reinhardt, Vicky Maltman, Erin Dowling, Mike Ariztia

Item#2. Motion to approve agenda.

The committee accepted the agenda.

Item#3. Public comments for items not on the agenda.

Ramona Brouchard suggested the committee should select a chairperson to run the meetings.

Committee Member Jim Ainsworth arrived

Item#5. Discussion regarding purpose and goals for the General Manager Evaluation Review Committee; and resources and/or materials needed to achieve goals.

Margaret Reinhardt gave a brief report regarding the purpose to review the District's current evaluation form for the General Manager. She has served on the District's Board for eight years and every year she finds it difficult to evaluate the General Manager accurately based on the evaluation questions. In those eight years the majority of the Board of Trustees have turned in blank evaluation forms, or this reason she does not think that Darrin Price is getting an honest evaluation.

Mike Ariztia stated he wished to clarify that the committee is reviewing the evaluation process for the District's General Manager, and not just for Darrin Price the current General Manager.

Margaret Reinhardt concluded she would like to see an evaluation form that offers more categories or subcategories to assist with the evaluation process. She provided a sample evaluation form at a District Board Meeting which had been reviewed and approved by District's counsel Maddy Shipman.

Vicky Maltman agreed the current evaluation form is not user friendly for a Trustee to evaluate a General Manager when they don't work with him on a day-to-day basis.

Audience Member Ramona Brouhard commented people no longer like to take the time to write complete sentences or their handwriting is not legible. She suggested using a number scale to assist with the evaluation process.

Jim Ainsworth stated that he has performed evaluations for the past 20 years and has seldom seen comments provided on an evaluation. The majority of evaluators just mark the ratings.

Joseph Barstow stated that when it comes to evaluating the General Manager, he may only want to give him/her an overall average score along with his comments, which would only be an explanation of why he scored them high or low along with his expectations for the upcoming year.

Mike commented all of the sample evaluation forms have their benefits and similarities. He also commented when evaluating someone he likes to provide comments as justification for his individual scores, but every evaluator may not want to provide comments.

Erin Dowling agreed the example forms are similar and suggested modifying the format to make the form more user-friendly for the evaluator.

Vicky suggested the evaluation form be modified to properly evaluate a Manager's position and not for just an employee. She liked how the City of Sparks provides a rating definition (E = Exceeds, M = Meets, I = Improve) so that the Manager knows how they are doing. She also thinks that examples should be provided especially on areas that need improvement.

Mike responded that the District does have a rating definition that is a part of the current evaluation process and apologized that it was not provided. He will make sure the committee gets a copy of the rating definitions at the next meeting.

Both Jim and Margaret agree that a number scale helps to better establish an average score and that finding an average score using a letter format would be difficult.

Erin inquired if the General Manager is given the opportunity to see the individual evaluations done by each Trustee to see where they are doing well or where they need improvement.

Mike responded that the General Manager does get the opportunity to see the individual evaluations. During the General Manager's evaluation, the Trustees also have the opportunity to tell the manager what areas he/she is doing well in or where improvement is needed.

After further discussion it was suggested that each committee member evaluate each example form that has been provided for consideration and bring back a list of likes and dislikes for each one in order to determine if a recommendation to the Board of Trustees maybe to modify the current evaluation form or create a new evaluation form.

Item#4. Discussion and motion regarding the meeting schedule of the General Manager Evaluation Review Committee.

The next committee was scheduled for April 4, 2013 at 3 pm.

Item#6. Public Comments.

None

Item#7. Committee Comments.

Vicky Maltman would like to see a copy of the City of Reno's evaluation form.

Item#8. Future Agenda Items.

- Action item on comparison of forms or creation of a new form.
- Action item on recommendations and suggestions to the Sun Valley G.I.D. Board of Trustees how to improve the evaluation process.
- Action item on recommendations to the Sun Valley G.I.D. Board of Trustees regarding evaluation form.
- Appoint a chairperson for committee.

Item#9. Adjournment.

Joseph Barstow made a motion to adjourn at 4:05 pm. Mike Ariztia seconded the motion. The motion carried unanimously.