

**THE CITY OF KENT, OHIO
POLICY & PROCEDURES COMMITTEE
WED., MAY 16, 2007**

This meeting of the Policy and Procedures Committee of Kent City Council was called to order by Rick Hawksley, Chair, on Wed., May 16, 2007 at 7:00 p.m. Chair Hawksley explained the only item on their agenda dealt with the evaluation forms for the Manager and the Clerk.

PRESENT: MR. BARGERSTOCK, MR. DELEONE, MR. FERRARA, MS. GAVRILOFF, MR. HAWKSLEY, MR. KUHAR, MS. OSWITCH, AND MR. WILSON

ALSO PRESENT: D. RULLER, CITY MANAGER; J. FENDER, MAYOR; J. SILVER, LAW DIRECTOR; AND L. COPLEY, CLERK OF COUNCIL

ABSENT: MR. SCHULTZ

Chair Hawksley said the purpose of this meeting was to review the forms used in the evaluation process and decide on any modifications. He asked, if they made no changes, that they submit the completed forms to him by the following Wednesday (May 23).

Mr. Fender asked if he wanted them completed by the following Wednesday, and Mr. Hawksley said that was correct, assuming they were not making any substantial changes.

Mr. Fender asked the Committee how they end up grading the Manager. He said he has a difficult time, and entered "N/A" on a lot of the questions. He said he will not grade on feelings and/or opinions, and asked the others how they do it.

Mr. Wilson said he, too, uses "N/A" on some of the questions. He said if he does not know something for a fact, he does not grade accordingly, as it is hearsay. Mr. Fender said he did not think using one's opinions and feelings is appropriate, and it does a disservice to the Manager.

Mr. Hawksley asked Mr. Fender if he had any suggestions to make, and Mr. Fender said he was looking for guidance.

Mr. Ferrara agreed with the Mayor, adding it becomes subjective when they do it by opinion. He suggested they add a short sentence or paragraph as to how they see how the grade pertains to that question. He said that items will not fit into a scale of 1 - 5, and the feedback is more important. He said anyone getting reviewed would have a better idea of what people are thinking, as opposed to interpreting a number.

Mr. Hawksley called for questions on the Manager' evaluation.

Ms. Gavriloff suggested they look at it earlier, possibly immediately after this year's evaluation. She said the Board of Health did the Director's evaluation, and then redid the form. She said the form is not a good tool, and there are opportunities for improvement. She suggested they do it after the fact, rather than before.

Mr. Kuhar said he was unable to find his evaluation form. At this time, Mr. Wilson gave Mr. Kuhar his form, and the Clerk promised to send him another one the next day.

Hearing no further business before this Committee, Chair Hawksley adjourned this meeting at 7:05 p.m.

Linda M. Copley, Clerk of Council

ACTION RECOMMENDED:

- 1) Review of the evaluation forms used for the Manager and Clerk; no recommended action.