

**Personnel
Committee Meeting
January 18, 2013**

PRELIMINARY AGENDA

**FLORIDA INLAND NAVIGATION DISTRICT's
Personnel Committee Meeting**

8:15 a.m., Friday, January 18, 2013

**Hampton Inn
214 Flagler Avenue, New Smyrna Beach,
Volusia County, Florida.**

Committee Members

Commissioner Jon Netts, Chair

Commissioners Norman Bray, Spencer Crowley, Don Cuzzo, and Nancy Freeman

Item 1. Call to Order.

Chair Netts will call the meeting to order.

Item 2. Roll Call.

Assistant Executive Director Mark Crosley will call the roll.

Item 3. Additions or Deletions.

Any additions or deletions to the meeting agenda will be announced.

RECOMMEND Approval of a final agenda.

Item 4. Executive Director's Performance Review.

The Executive Director requests that the Committee and the Board evaluate my job performance over the last year using the form in the back up materials as a guide. The Executive Director would respectfully request a performance bonus if justified.

(see back up pages)

RECOMMEND Evaluation of the Executive Director's performance and award of a bonus.

Item 5. **Additional Agenda Items or Staff Comments.**

Item 6. **Additional Commissioners Comments.**

Item 7. **Adjournment.**

**FLORIDA INLAND NAVIGATION DISTRICT
EMPLOYEE PERFORMANCE APPRAISAL**

Name : David K. Roach
Position: Executive Director
Date: January 2013

TASK 1. LEADERSHIP:

Demonstrates the ability to lead and provide direction, through influence and partnership, to the Board, District consultants and the District Staff.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

TASK 2. PLANNING AND ORGANIZATION:

Demonstrates the ability to systematically plan, organize, and schedule time through establishing objectives, making assignments, and establishing priorities. Exhibits effectiveness in reviewing and evaluating past work and accomplishments as a basis for planning future activities.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

**FLORIDA INLAND NAVIGATION DISTRICT
EMPLOYEE PERFORMANCE APPRAISAL**

Name : David K. Roach
Position: Executive Director
Date: January 2013

TASK 3. BUDGET AND FINANCIAL MANAGEMENT:

Demonstrates the ability to manage the District's budget and financial matters to maintain fiscal responsibility while maximizing the financial assets of the District.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

TASK 4. PROBLEM ANALYSIS/DECISION MAKING:

Analyzes problems comprehensively and makes timely and practical decisions.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

**FLORIDA INLAND NAVIGATION DISTRICT
EMPLOYEE PERFORMANCE APPRAISAL**

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TASK 5. PROJECT MANAGEMENT:

Demonstrates the ability to successfully manage multiple projects and particularly those difficult projects that involve potential conflicts of interests with other governments, property owners or the general public.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

TASK 6. COMMUNICATION:

Demonstrates the ability to accurately, clearly and timely communicate with staff, Commissioners, consultants, governmental agencies and the general public. Demonstrates effectiveness in keeping appropriate parties informed regarding the current status of activities and problems. Deals effectively with conflict.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

**FLORIDA INLAND NAVIGATION DISTRICT
EMPLOYEE PERFORMANCE APPRAISAL**

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TASK 7. INITIATIVE:

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

Demonstrates a capacity for independently initiating projects and activities which bring about positive results. Approaches job related workload with minimum supervision and without reminders for scheduled routine duties. Indicates additional required tasks and has the ability to suggest or implement improvements to procedures. Demonstrates the ability to anticipate problems in advance and develop appropriate responses.

COMMENTS (if any):

TASK 8. QUALITY:

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

Demonstrates accuracy, timeliness, appropriateness, and clarity in written, verbal, or other visible forms of communication. Achieves thoroughness and characteristic excellence in carrying-out functions of the position.

COMMENTS (if any):

**FLORIDA INLAND NAVIGATION DISTRICT
EMPLOYEE PERFORMANCE APPRAISAL**

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Date: January 2013

TASK 9. COMMUNITY RELATIONS:

Demonstrates initiative and ability in representing the District and explaining its goals, operations, and accomplishments to the public, interested parties and government representatives.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

TASK 10. ORGANIZATION AWARENESS:

Demonstrates knowledge of the District's organization and the waterway system. Effective in keeping all appropriate parties informed regarding current and changing status of the organization and its operations.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

**FLORIDA INLAND NAVIGATION DISTRICT
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TASK 11. BOARD INTERACTION:

Works effectively and responsively with individual Board members and with the Board as a whole.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

TASK 12. ATTITUDE:

Demonstrates a positive and appropriate attitude towards the District staff, the Board, and the general public. Approaches, accomplishes or perceives each task with the appropriate and positive attitude.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

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TASK 13. PRIORITIES:

Follows instructions as to the priorities of the assigned tasks by the Board and understands the need for the specific order of business to accomplish the priorities.

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding

COMMENTS (if any):

RATER'S OVERALL EVALUATION

RATING: Unsatisfactory Needs Improvement Satisfactory Above Satisfactory Outstanding