



**Williamson County and Cities Health District
Board of Health Special Called Meeting
Thursday, May 10, 2018 6:30p.m.
Round Rock Public Health Center
Scott D. Evans Conference Room
355 Texas Avenue, Round Rock, TX 78664**

The meeting was called to order at 6:37 p.m. by Board of Health Chair McMichael

1) Roll call was taken

Present: Ed Strout, Mary Faith Sterk, Luis Egelsee, Selicia Sanchez-Adame, Marlene McMichael, Carol Bachmayer, Ehab Kawar

Absent: Joanne Land, John Teel

2) Acknowledge staff and visitors; hear any comments.

Staff members present: Richard Hamala, Jonathan Cochran, Virginia Headley, Deb Strahler Kay Kelley, David Urban, Jody Sanmuen

Public present: None

SPECIAL CALLED AGENDA

3) Review, discuss, and adopt criteria and procedures for evaluation of the Executive Director.

Marlene McMichael gave review: she appointed a subcommittee in March to conduct a performance review. (Last review was conducted in 2016 by then Director Madsen and Director Sterk. An action plan was implemented with no formal tool having been used.) The subcommittee consisted of Ehab Kawar (subcommittee chair), Mary Faith Sterk and Ed Strout. The subcommittee met twice, developed questions (33) based on job description, and developed actionable tasks for evaluation categories. Each question is to be weighted 1, 2 or 3 based on "didn't meet/met/exceeded expectations." Discussion on need for zero if "did not do anything" on task.

In addition to the job description-based evaluation tool, Williamson County HR has agreed to conduct an employee morale/satisfaction survey. Chair McMichael made decision to not interview staff directly, as employees might feel at risk, and will coordinate with Williamson County HR directly. Director Egelsee asked, "How were the Directors going to evaluate on job description tasks since not with Executive Director on day-to-day basis?" Board Directors have been receiving emails from current and former employees and agreed that the Board needs to get employee perspective. Director Sanchez-Adame suggested interviews perhaps to be conducted by subcommittee. Director Sterk suggested the survey tool would be best for gauging all employees' perceptions.

Challenge for evaluation tool is to make it general enough to evaluate any Executive Director. Chair McMichael recommended Directors to go their respective member governments to ask input. Discussed who will conduct the evaluation – all Board Directors, not just the subcommittee. The timeline for the evaluation will be from last review/action plan in January 2017.

Discussion on employee survey: Director Sanchez-Adame recommended 5-point Likert scale for survey, and outline numbers on the evaluation tool so easy to reference. Give text field to provide comment on each survey question; survey will not be mandatory; choice to provide name. Director Sterk stressed it will be important to ensure it's anonymous with replies going to designee, compile survey scores and comments. Chair McMichael has 18 questions from Williamson County HR that need editing – she will develop into final questions about the work environment, not a specific person, questions about supportive workplace, input allowed, policies and procedures followed, grievances resolved. Rest of the Board want to review survey questions before administered, more of a climate survey vs Executive Director evaluation. Chair McMichael will bring as handout to next meeting. Hamala offered that survey results are public information - anonymity must be offered, suggestion for "I feel like" questions with text block for comments.

Discussion on timeline: May 24 too soon for survey and evaluation completion. Possibly Board could review/approve survey questions at May 24 meeting from a hand out from Chair McMichael. Allow employees two weeks for completion. Board could convene in Special Called Meeting in June to review results and complete evaluation tool. Discussion on weight of two instruments to be 50/50 and use of results for compensation decision. Director Kawar to prepare a grid for use in scoring for review and discussion on May24. Mr. Teel will also be given opportunity to do self-evaluation, but that would not be part of the weighted scoring by the Board.

Director Sterk asked for legal advice for the Board regarding whether the Executive Director evaluation can be conducted in a closed session, or if it must be conducted in open session, and whether the Executive Director can be excluded or must be present during the evaluation. Mr. Hamala will prepare a response for this request.

Motion to accept evaluation questions as written by subcommittee with the addition of a zero-point rating and outline formatting

Moved: Mary Faith Sterk

Seconded: Luis Egelsee

Vote: Approved Unanimously

Motion to bring employee survey questions to next Board meeting on May 24 for review and possible action, with a follow up Special Called Meeting on June 14 to review responses and compile evaluation scores (allowing for a two-week completion time)

Moved: Mary Faith Sterk

Seconded: Ehab Kawar

Vote: Approved Unanimously

Motion to weigh responses from survey and evaluation tool equally and use results to potentially give compensation adjustment

Moved: Ehab Kawar

Seconded: Carol Bachmayer

Vote: Approved Unanimously

Motion for full Board to perform review

Moved: Ed Strout

Seconded: Luis Egelsee

Vote: Approved Unanimously

4) Set Special Called Meeting, Thursday, June 14, 2018, (6:30 p.m. at the Scott D. Evans Conference Room) for employee survey results review, and next Regular Meeting Thursday, July 12, 2018 (6:30 p.m. at the Scott D. Evans Conference Room)

5) (Out of Order) Chair McMichael opened floor for public comment: None given

6) (Out of Order) Pledge of Allegiance and Prayer

7) Chair McMichael adjourned the meeting at 7:59 pm

Recorded by:



Deb Strahler

Reviewed by:



Mary Faith Sterk, Board Secretary