

CLOSED SESSION

**PERFORMANCE APPRAISAL SUBCOMMITTEE
COUNTY FACILITIES
Meeting Room 3
Brookens Administrative Center**

August 31, 2005

MEMBERS PRESENT: Beckett, Wysocki

MEMBERS ABSENT: Knott

OTHERS PRESENT: Denny Inman

Mr. Beckett called the meeting to order at 9:06 a.m., noting Mr. Knott's absence.

MOTION by Wysocki to approve the agenda; seconded by Beckett. **Motion carried.**

MOTION by Wysocki to enter into closed session pursuant to 5ILCS 120/2 (c)1 to consider the employment, compensation, discipline, performance or dismissal of any employee; seconded by Beckett. **Motion carried** with a 2/0 roll call vote. Voting aye were Beckett, Wysocki. Voting nay were none- 0.

The committee entered into closed session at 9:08 a.m.

The subcommittee reviewed each performance element identified on the evaluation form with Mr. Inman and presented to him their findings, comments and final scores.

Performance Element 1 – Developing and Implementing Policies & Procedures

The subcommittee agreed that it is good to have ambitious goals but they feel Mr. Inman needs to figure out a way to delegate some work and allow himself some contingency time, they feel he may be trying too do more than he can. They encouraged him to continue working on the facilities manual and purchasing policy. Their team rating for element one was 4.17

Performance Element 2 – Planning

The subcommittee praised Mr. Inman for his planning with the new nursing home project but stated they are concerned about bringing closure to other planning issues. Their team rating for element two was 4.33.

Performance Element 3 – Budgeting

The subcommittee agreed they were impressed that we stay on budget as well as we do and they praised Mr. Inman for saying no when it is necessary and in the best interest of the County. Their team rating for element 3 was 4.33

Performance Element 4 – Staffing

The subcommittee agreed Mr. Inman is able to get more done with less staff and they noted he works well with his internal staff. They believe he has good concepts and has made progress in diversity hiring. Their team rating for element 4 was 4.67

Performance Element 5 – Relationships

The subcommittee stated this element carries the same issues as last year. They feel Mr. Inman still has issues with certain elected officials and he needs to communicate better, working with those who will work with him, building his perception in a more positive light.

Mr. Inman explained the process in place by which people are able to reach him and stated he feels it is working well. He stressed that people are not always going to get the answers they want and that may frustrate some,

Their team rating for performance element 5 was 3.83.

Performance Element 6 – Data Systems

The subcommittee agreed that Mr. Inman has made progress this year including changes to the County's website.

Mr. Inman stated he is supported by a great IT staff that he feels he works well with.

Their team rating for element 6 was 4.5.

The subcommittee determined the overall team rating to be 25.83 with a recommendation to retain Mr. Inman as County Administrator.

Mr. Beckett declared the meeting in open session at 9:26 a.m. There was no other business.

Mr. Beckett declared the meeting adjourned at 9:26 a.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary