

Town Council Special Meeting
April 18, 2024
9:00 am in the Civic Center
Minutes & General Account

Council Members Present: Mayor Montgomery, Council Members Wolfe, Rayborn, Glanville and Burgess

Council Members Absent: None

Staff Members Present: Matthew Johnson & Katie M. Weiner

Visitors Present: Peg Carlson & Carol Brooks

Call to Order – Mayor Montgomery called the meeting to order.

- Pledge of Allegiance – Mayor Montgomery led everyone in the Pledge of Allegiance.
- Moment of Silence - Mayor Montgomery called for a moment of silence.

Workshop for Evaluating Manager and Board Performance- Peg Carlson, Professor with the UNC School of Government, discussed expectations of the workshop with Council and staff. Everyone agreed that they would like to streamline the manager evaluation process and ensure that it could be implemented consistently in the future. Carlson spoke about the shared accountability that the manager and Council have in accomplishing the goals of the Town. Carlson spoke about several diagrams that depicted the roles of Council, the manager, and Town staff. Council Members discussed their roles and how it related to the manager and Town staff. There was also a discussion about the importance of the incorporation of the strategic plan into the manager evaluation process.

Mayor Montgomery called for a ten minute recess at 10:17 am.

Mayor Montgomery called the meeting back to order at 10:27 am.

Carlson discussed key reasons why manager performance evaluations are important:

- Strengthens relationships and builds trust between Council and manager
- Improves communication
- Improves the performance of the organization and the ability to meet both short- and long-term goals
- Allows for Council to provide feedback to the manager
- Provides opportunity to clarify roles and responsibilities of Council and manager

Carlson led the Council in a discussion about important steps and thoughts to consider in a manager evaluation process with the following highlights:

- Planning is the first step in the evaluation process.
- It is important to design an evaluation form that works for the Council and manager.
- Council Members need to determine and agree on the key reason/purpose of the evaluation.
- Council Members should provide clarification and agree on expectations of the manager.
- Timing of evaluation is important.
- The evaluation may be linked to strategic outcomes.
- Budget timeframe is a good time for the evaluation, possibly in July once the budget is adopted.
- Ways to determine and/or rate the effectiveness of the manager’s supervision of staff
- How to know if the manager is interacting well with the residents
- Tools and resources available for administering surveys to determine outcomes
- An evaluation may be a two-part process; general knowledge and skills expected from local government managers and status of priorities and goals set by Council.

Carlson provided sample performance evaluation forms for Council’s input and discussion.

Consensus – Council Members to review all the evaluation forms provided and provide input on aspects they would like to include in a manager evaluation form to Council Member Glanville and Council Member Rayborn. Council Member Glanville and Council Member Rayborn would develop a draft evaluation form to bring back to Council.

Council Members discussed the possibility of a conducting a self-evaluation of the Board with Johnson and Carlson.

Adjournment – Council Member Burgess made the motion to adjourn. Council Member Glanville made a second to the motion. The motion passed by a unanimous vote.

The meeting ended at 12:08 pm.

Mayor

Town Clerk