

CLOSED SESSION MINUTES

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

September 15, 2004

MEMBERS PRESENT: Avery, Beckett, Knott

OTHERS PRESENT: Denny Inman

Mr. Beckett called the meeting to order at 8:59 a.m.

MOTION by Knott to approve the agenda; seconded by Avery. **Motion carried.**

MOTION by Knott to enter into closed session at 9:02 a.m. pursuant to 5ILCS 120/2(c) 1 to consider the employment, compensation, discipline, performance, or dismissal of any employee; seconded by Avery. **Motion carried** by roll call vote. Voting aye were members of the subcommittee Avery, Beckett, Knott. Voting nay, none - 0.

The committee reviewed the 6 core performance elements identified on the performance appraisal form as they relate to Mr. Inman's performance as County Administrator over the last year, and determined a rating for each. At 10:02 a.m. Mr. Inman was asked to join the subcommittee.

Element 1 - Developing and Implementing Policies & Procedures

The subcommittee felt Mr. Inman's strengths in this area include the assistance he has provided to QBS, his active participation on the Economic Policy Review Subcommittee, and his work with policies relating to minority hiring and contracting on projects. They did encourage him to continue working on policies in progress.

Element 2 - Planning

The subcommittee commended Mr. Inman for his achievement planning for and implementing the CON application for the Nursing Home project, as well as his use of project lists to help the County Facilities committee determine priorities.

Element 3 - Budgeting

The subcommittee noted Mr. Inman's accomplishment in getting the Nursing Home preconstruction budget passed despite increased costs, as well as his work on developing the animal services proposed budget. They pointed out he assisted in closing old Courthouse issues and works to make sure vendors are paid in a timely manner.

Element 4 – Staffing & Personnel Management

The subcommittee agreed Mr. Inman has worked to improve the image of the IT staff and the Administrative Services department as a whole, he has adjusted staff work load to achieve maximum efficiency results with the staff available. It was also noted that he is working to create diversity in the County workforce.

Element 5 – Developing and Maintaining Relations

The subcommittee noted that Mr. Inman is very professional in dealing with divergent views of County Board Members and he has created successful relationships with almost all elected and appointed officials. They reminded him it is crucial that he have good working relationships with all elected officials and suggested he continue working on those more frustrating, unsuccessful relationships.

Element 6 – Developing and Maintaining Data Systems

The subcommittee praised Mr. Inman for his work in bringing the Nursing Home online, as well as his involvement in the important work of the Integrated Justice System and Fiber Optic Project. They encouraged him to continue working on transitioning to electronic materials for County Board members and the public.

The Subcommittee determined the overall team rating to be 24.5 out of 30, with consensus to retain Mr. Inman as County Administrator.

Mr. Beckett declared the meeting in open session and adjourned at 10:18 a.m.

Respectfully Submitted,

Tiffany Talbott
Administrative Secretary