

PUBLIC EMPLOYEES' RETIREMENT BOARD
100 North Park, Room 201
Helena, MT 59620

PERSONNEL COMMITTEE
Thursday, August 28, 2014

MINUTES

Committee Members

Timm Twardoski, Committee Chairman
Sheena Wilson, Committee Member
Maggie Peterson, Committee Member

MPERA Staff

Dore Schwinden, Executive Director
Cynthia Pearson, Executive Assistant

Human Resources

Yvette Englert, Department of Administration – Human Resources

Call to Order

Chairman Timm Twardoski called the meeting to order at 10:00 a.m.

Roll Call

All committee members were present.

Personnel Committee Minutes

Motion: *Member Sheena Wilson moved to approve the Personnel Committee's May 19, 2014 meeting minutes, as written.*

Second: *Chairman Timm Twardoski*
No public comment.

Vote: 3/0

Executive Director Performance Evaluation Process

Committee members reviewed and finalized the proposed executive director performance evaluation process, which will be presented to the full Board for action at its October 9 meeting.

Highlights of the discussion included the following:

- Yvette Englert, Department of Administration – Human Resources, reiterated that the executive director performance evaluation process has three components: (1) what was achieved, (2) how it was achieved, and (3) performance summary with next steps included.
- Ms. Englert provided a draft form for the committee's consideration. The committee agreed the form was useful and appropriate.

- Ms. Englert offered to interview the selected individuals (Board members, key stakeholders, MPERA management team, and others) regarding the executive director's performance and then compile the results. The committee recommended that (1) there be some diversity in the scope of people providing evaluations each time; (2) the evaluation sessions be kept as "conversational" as possible in order to be meaningful; and (3) the executive director be allowed to provide input on appropriate individuals to ask for evaluations.
- It was recommended that the committee conduct an informal performance review of the executive director in February 2015, with a formal performance evaluation being performed in the May-June 2015 timeframe.

Executive Director Performance Objectives

Dore Schwinden, MPERA Executive Director, presented proposed performance objectives to the committee for consideration. Mr. Schwinden stated that the objectives are based on the Board's current strategic plan.

Committee members and Mr. Schwinden agreed to the following eight performance objectives:

1. Build productive relationships with Governor, Governor's staff, Department of Administration (DofA), and Office of Budget and Program Planning (OBPP).
2. Transition the Board meeting schedule from monthly to six meetings per year.
3. Improve/increase educational opportunities for employers, members, and stakeholders.
4. Ensure the full, on time, and successful implementation of the MPERAtiv project.
5. Implement the MPERA legislative agenda.
6. Complete the executive director transition and evaluation process.
7. Continue to improve the mutual support and interaction between the Board and MPERA staff.
8. Improve customer service through realignment of business flow and communication.

Meeting Schedule

The Personnel Committee did not schedule a future meeting.

Adjournment

There being no further business, Chairman Timm Twardoski moved to adjourn the meeting at 11:08 a.m.