

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

PERSONNEL COMMITTEE
Monday, May 19, 2014

MINUTES

Committee Members

Timm Twardoski, Committee Chairman

Sheena Wilson, 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 1:00 p.m.

Roll Call

All committee members were present. (*Note: At this time, there is no third committee member due to a pending board member appointment.*)

Public Introductions

No members of the public were in attendance.

Public/Member Comment

There was no comment.

Review of Board Personnel Policies

Yvette Englert, Department of Administration – Human Resources, said it was an appropriate time to review these two policies as the Board had recently completed the hiring of an executive director and would soon need to begin a performance appraisal process for that position.

Board Prsnl 01 – Executive Director Recruitment and Selection

Several recommendations were made for amending the Board's personnel policy for executive director recruitment and selection.

- Overall, the document seems lengthy. It should be simplified while still providing an appropriate level of guidance to the process.
- Under Policy and Objectives, consider replacing the wording "...except where the reasonable demands of the position require such a distinction" with the standard EEO statement.

- Under Procedures, item D, consider deleting “To the extent practical” from the sentence or, as an alternative, consider changing “will” to “may”.
- Under Procedures, consider changing all references to “personnel committee” to be “selection committee” to offer more flexibility in the composition of the committee.
- Under Procedures, eliminate item G.2 and G.4.
- Under Cross Reference Guide, consider rewording the introduction for clarity.

Ms. Englert offered to compile the recommended changes, which the Personnel Committee could then forward to the Policy Committee for action. It was noted that legal review will likely be needed at some point in the process.

Board Prsnl 02 – Performance Appraisals

The following recommendation was made for amending the Board’s personnel policy for performance appraisals.

- Consider splitting this policy into two separate policies, one exclusively for the executive director and one for all other employees. The executive director performance appraisal information could potentially be added to Board Prsnl 01 as the topics are compatible.

Performance Evaluation Process for Executive Director

Appraisal Method

There was discussion on the best type of performance appraisal to use. It was noted that several State of Montana agencies have implemented effective performance appraisal systems. In addition, the following points were made:

- There needs to be a component for setting objectives. The objectives for the upcoming appraisal cycle should be established by the executive director and then approved by the Board. Objectives should be discussed at year end. Feedback from the discussion would be used to develop objectives for the next appraisal cycle.
- There should be equal weighting for behavioral factors (how you do the work) and production factors (how much work you do).
- There needs to be recognition for strengths and accomplishments, as well as accountability for weaknesses and problems.
- A multi-source evaluation component—whereby input would be derived from a variety of sources who work with the executive director (such as the Board, MPERA management team, and various agency stakeholders) may be used. These evaluations would be in addition to the executive director’s own self-assessment.

Appraisal Timing

It was suggested that the executive director’s evaluation should be conducted at around 6 months and again at one year.

Appraisal Form

A standardized form—perhaps a modified version of the Department of Administration’s Leadership Appraisal Form—should be used.

Meeting Schedule

The Personnel Committee agreed to present an overview of the executive director performance evaluation process to the Board for action at the June 12 meeting. The committee did not schedule a future meeting.

Adjournment

There being no further business, Chairman Timm Twardoski moved to adjourn the meeting at 2:05 p.m.