

Reading Municipal Light Department

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02/05/2009 General Manager Committee Minutes

Reading Municipal Light Board of Commissioners
General Manager Committee Minutes
February 5, 2009

Start Time of Committee Meeting: 7:05 p.m.
End Time of Committee Meeting: 8:00 p.m.

Attendees:

Commissioners: Messrs. Hahn and Soli and Ms. Kearns

RMLD Staff: Mr. Cameron

Mr. Hahn called the meeting to order at 7:05 p.m.

Mr. Hahn asked Ms. Kearns to explain the changes she made to the General Managers (GM) Evaluation form that she brought to the Committee in December, 2008.

Ms. Kearns noted that she does not think the present evaluation form used to by the Board to evaluate the GM annually includes points relating to the GM's relationship with the Board and leadership qualities. Ms. Kearns believes that an updated form should be created so that other important points in the annual evaluation can be addressed.

Mr. Cameron said that the present evaluation form was created in 2004 so that the Board could have a vehicle to evaluate the GM and recommend a raise to the Board. The process needed to show the public that there was substance to the GM raise.

Ms. Kearns passed out copies of the updated GM evaluation form stating that the first part pertains to the implementation strategies included in the RMLD's strategic plan. The second part has to do with specific GM goals relating to leadership, the third part is the reliability of the RMLD system. And the fourth part rates the GM on several different issues including relationships with employees, the union, vendors, and other groups.

Ms. Kearns said that sections two through four came from several evaluations forms she received from APPA member utilities.

Mr. Soli entered the meeting at 7:28 p.m.

Ms. Kearns thinks that the present evaluation form is very task oriented and only addresses the GM's pay raise. Mr. Hahn disagreed and said that the evaluation represents the Board and the GM's common understanding of goals and the measurement of performance.

Ms. Kearns pointed out that the forms she received from APPA and NEPPA, there is nothing that looks like the RMLD's evaluation form. Mr. Hahn said that the committee should take some time to review the forms and meet in 2009. Ms. Kearns agreed. Mr. Hahn instructed the GM to make a copy of the forms for Mr. Soli.

Mr. Hahn mentioned that the GM currently has an evaluation form and how does that fit into the new evaluation form.

Discussion ensued.

Ms. O'Neill mentioned that the Committee should consider some type of a hybrid evaluation made up of the existing form and the proposed form developed by Ms. Kearns. Mr. Soli agreed that a hybrid form may be a solution to

developing a new GM evaluation form.

Mr. Hahn said that it might be prudent to have the GM examine the proposed form and suggest changes to the committee on content. He also said that the GM should incorporate some of the line items in the existing form. In addition, Mr. Hahn said that the committee has to evaluate the GM for performance over the last year based on the existing evaluation. Mr. Hahn asked the GM to send his draft self-evaluation to the committee so that they could go over it before the next GM Committee meeting.

Mr. Cameron said that he has not finished his self-evaluation but he would send it to the Board next week.

Motion to Adjourn

At 8:00 p.m. Ms. Kearns made a motion seconded by Mr. Hahn to adjourn the General Manager Committee Meeting.

Motion carried 3:0:0.