

Webber Township
Annual Employee Performance Reviews Meeting
3/20/2025

Call to Order: 6:00PM

Pledge of Allegiance:

Attendance Roll Call: Kelly-Here, Pat-Here, Kathy-Here, Deb-Here, Shaun-Here

Approval of the Agenda: Pat with support by Kelly. 5 Aye votes. Motion carries.

Public Comments (Everyone has up to 3 minute and one time only)

Business at hand:

Annual Performance Review: Note each employee may request closed session.

Nicole Hughes- Requested Closed Session.

Motion to go into closed session made by Pat with support by Kelly. 5 Aye votes.
Board went into closed session at 6:02PM

Motion to open closed session made by Shaun with support by Pat. 5 Aye votes.
Closed session opens at 6:03PM

Motion to end closed session made by Deb with support by Shaun. 5 Aye votes.
Motion carries. End closed session at 6:16PM

Motion to resume open session made by Deb with support by Pat. 5 Aye votes.
Motion carries. Return to open session at 6:18PM.

Deb explained the 4 rating categories:

Exceeds Expectation = Performs at the level exceeding what is expected on a constant basis.

Meets Expectation= Employee consistently satisfies all essential job requirements. May exceed periodically. Demonstrates likelihood of eventually exceeding expectations.

Needs Improvement= Employee consistently performs below required standards for position. Training or other action is required.

Unacceptable: Employee is unable or unwilling to perform required duties.

Immediate improvement must be demonstrated.

Allen Dailey- Open Session

Quality of work: Total score – 17

Attendance and Punctuality: Total score – 16

Reliability/Dependability: - Total score – 17

Communication Skills: Total score – 18

Judgment and decision making: Total score – 17

Initiative & Flexibility: Total score – 17

Cooperation & Teamwork: Total score – 17

Knowledge of Position: Total score – 20

Training and development: Total score – 20

Objectives: Outreach programs. Recruiting.

Reviewer comments: Provided written report for insurance co. regarding damaged septic in a prompt manner. Provides monthly reports for board meetings.

Overall rating = 32.2 Meets Expectation.

Al has requested to forego a raise this year and asked that money be put back in his budget for his crew.

Christopher Jacobs-Open Session

Quality of work: Total score – 14

Attendance and Punctuality: Total score – 14

Reliability/Dependability: - Total score – 13

Communication Skills: Total score – 12

Judgment and decision making: Total score – 14

Initiative & Flexibility: Total score – 16

Cooperation & Teamwork: Total score – 17

Knowledge of Position: Total score – 14

Training and development: Total score – 16

Objectives: Proposed IworQ system for tracking citation status and Community service cleanup initiative.

Reviewer comments: . Issues with returning phone calls in a timely manner and turning in time reports on time. Corporate standard is to return calls within 24

hours. Is getting better with assistant's help. Has improved in advising of tardiness/absence via Supervisor's work phone prior to begin of work hours.

Overall Rating: 26 – Meets Expectation/\$1 Hr raise

Joan Cameron (Absent-On Vacation) Will reschedule.

Adjournment : Motion to adjourn made by Deb with Support by Kathy. 5 Aye Votes. Motion carries. Adjourned at 6:59PM.