

DRAFT RECORD

PERSONNEL COMMITTEE

10.16.2013, 10:45 p.m., Little Rock Headquarters

The meeting was called to order by Chairman Pickard, who noted the presence of members Commissioners Lamberth and Scott. Commissioner Baldrige was present via conference call. Also present were Director Woosley, Internal Auditor Brown, HR Director Valerie Basham and staff members Block, Vick and others.

Commissioner Pickard brought up for discussion the motion¹ that was passed by the ALC Commission on this date. He stated that the next step in the process was to consider the coordination of employee evaluations and the pay system to ensure the process was conducted in a timely and fair manner. He brought forward the following motion:

- 1. Any merit bonus paid to an employee in CY2014 will be based upon the higher performance category percentage received by that employee as between his/her FY2013 and FY2014 performance evaluations.**
- 2. Any merit bonus paid to an employee in CY2015 will be based upon the employee's FY2015 performance evaluation.**

This process will continue in all following years.

Commissioner Scott moved to accept the motion and Commissioner Lamberth seconded. The motion passed unanimously, to be presented to the next full Commission meeting as an action item.

Commissioner Pickard recognized Director Woosley to discuss the filling of the vacant Public Affairs and Legislative Relations Director position. Commissioner Scott asked Director Woosley to explain the rationale regarding the preferred qualification of "attorney" in the job description of that position. Mr. Woosley stated that he left the job description as it stood from the conception of the position. After much discussion, Commissioner Lamberth made a motion to accept the job description of Public Affairs and Legislative Relations Director as currently written and to move forward with the hiring process. Commissioner Scott seconded the motion, and the motion passed unanimously.

Commissioner Pickard asked the committee if they had given any further thought to possibly revising the evaluation process, and asked them if the 360 evaluation, as described by Commissioner Scott at a previous meeting, might be of interest. Director Woosley stated that ALC may actually be prohibited by law from performing 360 evaluations. He asked H.R.

¹ On September 16 the ALC Personnel Committee met and unanimously approved a change to the evaluation period to have an end of May deadline for the current fiscal year, with merit recommendations payable on the last payday of the current fiscal year.

Director Basham to confirm whether or not that was true. Director Basham responded that ALC mirrored DFA requirements, but she could not address whether or not it was prohibited by law [from following those requirements]. Internal Auditor Brown added that the way DFA modeled its process was from the law [Ms. Basham] was referring to, but the law didn't actually address a "Director" evaluation – it only addressed a "Supervisor" evaluation – and the law was possibly silent on the issue. Director Woosley said that the Game & Fish Commission had done something similar, that is, the employees reviewed the Directors and Commissioners. Internal Auditor Brown stated that these reviews were normally conducted by an outside source, to maintain anonymity and to ensure the review was outside of the control of the agency. He advised that it would be a good idea to follow that standard, i.e., to use an outside source to conduct the evaluations.

Commissioner Scott stated that he would be curious to hear more from the staff regarding whether or not it would be helpful [for the agency] in evaluating the Director's performance, and knowing that the 360 review could also be a tool *against* the Directors. He suggested that it would be a good idea to get input from the Directors and to research how the Game and Fish Commission had done their assessment. He added that the H.R. Director, Valerie Basham, may have some ideas from industry experts, including the positives and negatives of 360 evaluations.

Commissioner Baldrige said it would be very helpful to have a mini-textbook explaining what the process was, how it worked in other industries, and what some of the processes were.

Commissioner Lamberth synopsised that the meeting on November 1 would be strictly a fact-finding session, compiling information from other industries, state government, Game & Fish, and ALC's other administrators. Commissioner Scott added that it would be helpful to see flow charts, how the agency [ALC] would go about performing the 360 review, and who would be involved.

Director Woosley stated that HR was drafting a new job description for the vacant Minority Business Coordinator position and that he would soon be bringing that before the Personnel Committee for review.

The committee agreed to meet at 1:00 p.m. on Friday, November 1, to further discuss the 360 evaluation process.

There being no further business, the meeting was adjourned.