

Special Town Commission Meeting of the Town of Ocean Ridge held on Tuesday, October 18, 2011 at 8:30 AM in the Town Hall Meeting Chambers

The meeting was called to order by Mayor Kaleel and roll call was answered by the following:

Commissioner Brookes	Commissioner Pugh
Commissioner Allison	Commissioner Hennigan
Mayor Kaleel	

While waiting for Comm Allison to arrive Town Clerk Hancsak mentioned the January 31, 2012 Presidential Primary and that the municipal elections could be held on that date if qualifying papers were submitted by 11/14/11. The earlier election would require an emergency ordinance adoption and advertising for the earlier date and qualification times within a very quick time frame. She added that she attended an Election Workshop last week and she believed only the Town of Hypoluxo was changing their date and that the Supervisor of Elections actually sent out a letter more or less discouraging the change. The record reflected that Comm Allison arrived at approximately 8:40 AM.

### **DISCUSS TOWN MANAGER POSITION**

Mayor Kaleel commented that a meeting like this can be very awkward but unfortunately needs to be done in public. He stated that he had requested this meeting to evaluate the Town Manager's performance and the skills related thereto. He stated that the Town Clerk provided an evaluation form guideline from ICMA that has since been tweaked by him. He added that Comm Hennigan asked the Town Clerk to review and tweak it as well, due to her Human Resource background, to apply towards our specific position. He suggested each Commissioner provide comments for each area evaluated.

The first areas discussed were Leadership and Supervision. The general consensus of the Commission was that these areas were "Conditional" (requiring improvement). Concerns were expressed whether there was an actual sense of authority by the Town Manager. They felt he needed to have a stronger authority, be more assertive, have the staff more challenged without over delegating, provide more descriptive responses to questions, additional follow up, be the ultimate leader/decision maker on behalf of the Town (not necessarily the employees unless demonstrated why it should be so), and be well versed on all items involving the various Town departments and also around Town in general. They felt that meetings, especially the budget meetings, could have been more streamlined if the proper information was disseminated initially by the Town Manager.

The next area discussed was Communication. The general consensus was that the Town Manager's skills were "Unacceptable". They cited they felt projects were not completed to their fullest extent; such as the change in medical plan and budget submittal information. The Commission felt they had to clarify or dissect various items too often. It was pointed out that while other agencies may assist in creating delays, constant updates should be provided.

Concerning the Policies & Procedures, Planning & Organizing, Execution, and Financial Management/Budget areas the consensus of the Commission was that the Town Manager was more reactive than proactive to a wide range of issues and was in need of improvement. They felt the Town Manager should be more proactive in terms of the needs of the Town. They agreed that the Town Manager understands the laws but the

follow through is lacking. A couple of examples the Commission were unsatisfied with included the non-involvement in the possible closing of Fire Station #1, the manner in which the health insurance plan renewal was handled, the lack of pro/con matrixes provided as budget justification or for additional positions or benefits, the budget millage mistake, and not enough interaction with other Towns regarding items of mutual interest (i.e. PBSO, dispatch etc.). It was mentioned that the Employee Personnel Handbook has not been updated since 2008.

The next areas discussed were Town Commission Relations, Community Relations, Intergovernmental Relations and Personal Traits & Interpersonal Skills. The Commission all concurred that the Town Manager had good communication skills with the residents and tries to resolve their issues but again cited that some of these concerns could have been handled proactively as opposed to reactively. The Commission stressed the importance of conducting daily touring and outreach in the Town which in turn would provide proactive results and reduce micromanaging. They felt that they should be contacted specifically by the Town Manager on an individual basis and updated concerning important issues.

Mayor Kaleel commented that he sensed a frustration within the Commission and therefore felt it was necessary to conduct this evaluation. He added that he felt there were issues discussed today important enough to warrant some type of action. He asked Town Manager Schenck if he had any comments regarding the evaluation.

Town Manager Schenck thanked the Commission for their honesty and stated that he obviously missed a lot of things he shouldn't have. He requested the opportunity to correct all of the correctable items and if not satisfactorily within a certain time frame he would leave. He concluded by stating that he took all of the comments to heart and he understood the concerns.

The consensus was for the Town Manager to supply an action plan to the Commission within a week with a matrix providing goals and objectives. Comm Hennigan suggested that the Town Manager meet with each Commissioner individually while Comm Allison suggested that the action plan be emailed to each Commissioner. This would allow time for feedback and revision. It would then be presented for formalization at the next regular meeting with a three (3) month time frame for improvement and re-evaluation.

It was questioned whether the evaluation form guidelines should be submitted as a public record. Clerk Hancsak advised that she would contact the Town Attorney to obtain an opinion. (Note the Attorney determined that their personal notes were not public record).

Adjournment

Meeting adjourned at 10:00 AM

Attest By:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Mayor Kaleel

\_\_\_\_\_  
Commissioner Brookes

\_\_\_\_\_  
Commissioner Hennigan

\_\_\_\_\_  
Commissioner Allison

\_\_\_\_\_  
Commissioner Pugh