

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

ROYCE CARTER, CHAIRMAN

PAM BARBEE, EXECUTIVE DIRECTOR

MEMO

TO: Personnel Committee
FROM: Kevin Fetters, Chair
DATE: March 5, 2018
RE: Committee Meeting



The Personnel Committee will meet:

**Tuesday, March 13, 2018
6:30 p.m.
Southeastern Illinois College
G Building
3575 College Road
Harrisburg, IL**

The purpose for this meeting is to:

- Review Board Office Staff and Executive Director Evaluations (Evaluation period of January 1, 2017 through December 31, 2017) and if approved make recommendations to full board concerning annual incentive bonus.

Your attendance at this meeting is needed and will be appreciated.

Hope to see you there!

Committee Members: Kevin Fetters, Chair, Larry Steward and Brad Cross

AGENDA

**SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.
PERSONNEL COMMITTEE**

**Tuesday, March 13, 2018 - 6:30 p.m.
Southeastern Illinois College
3575 College Road, Building G
Harrisburg, IL**

- I. CALL TO ORDER
- II. ROLL CALL
- III. Review Board Office Staff and Executive Director Evaluations and if approved make recommendations to full board concerning annual incentive bonus.
- IV. OTHER BUSINESS
- V. PUBLIC COMMENTS
- VI. ADJOURNMENT

THE SOUTHERN 14 WORKFORCE INVESTMENT BOARD MEETINGS ARE OPEN MEETINGS
AND THE PUBLIC IS WELCOME TO ATTEND.

FOR FURTHER INFORMATION, CONTACT PAMELA BARBEE AT THE OFFICE
OF THE SOUTHERN 14 WORKFORCE INVESTMENT BOARD: (618) 382-5024.

AN EQUAL OPPORTUNITY EMPLOYER / PROGRAMS,
AUXILIARY AIDS AND SERVICES ARE AVAILABLE UPON REQUEST TO PERSONS WITH DISABILITIES.

**LWIB BOARD MEMBERS
PLEASE CALL 618-382-5024 IF YOU ARE UNABLE TO ATTEND**

SOUTHERN 14 WORKFORCE INVESTMENT BOARD, INC.

ROYCE CARTER, CHAIRMAN

PAMELA BARBEE, CHIEF FINANCIAL OFFICER

MEMO

TO: Personnel Committee
FROM: Pamela Barbee, Executive Director
DATE: March 5, 2018
RE: Committee Meeting



I have completed the annual evaluation, as well as reviewed with my staff, and am attaching them for your review and consideration. Both have went beyond their traditional job descriptions and I would recommend both for an incentive award.

Last year the incentive awards were as follows:

Barbee \$3,000
Stephens \$1,500
Jacobs \$500

As with last year \$5000 has been set aside in the budget for these incentives. I would like to make the following recommendations for my staff:

Stephens \$1,500
Steele \$750 (Started 7/1/18 as Board Staff)

Additionally, I would like to reserve \$250 to be given to the new fiscal officer (Walker) after her probation periods ends April 11, assuming she meets the criteria for incentive awards.

My evaluation is being completed by the Executive Committee and will be forwarded to you with any recommendations they may make as soon as it is available.

Thanks you for your consideration!

Part #1 APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (negotiated with employee during previous evaluation).

	objectives		
	exceeded	met	not met
Assist in the closing and moving of Mid-5 office	X		
Assist in transferring Mid-5 customers, their files, their records etc. to WADI/Shawnee Development		X	
Opened office at SIC Center/One Stop		X	

Part #II General Appraisal of Employee Performance

			performance evaluation		
			Exceeds expectations	Meets expectations	Needs to improve
1	Job Knowledge	Possesses knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	Quality	Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements		X	
4	Initiative	Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.		X	
5	Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.		X	
6	Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7	Follow-up	Maintains control of workloads, allocates resources to insure assignments are completed timely and accurately. Provides timely input into co-worker's projects, as required.	X		
8	Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.	X		
9	Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.		X	
10	Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, and messages		X	

PART #III EXPLANATION OF RATINGS CHECKED IN PART 1 AND PART II

(Describe outstanding achievements and/or reasons for 'Not Met' or 'Needs Improvement' ratings)(include remedial action)

PART IV EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD

(Ranked in priority order)

Continue to work with Mid-5 customers during transition with WADI/Shawnee Development.

Continue to work with WADI/Shawnee Development taking applications, terminations, follow ups of customers.

Continue to work with others at the One Stop

Name: _____

Date: _____

PART VI SIGNATURES

- I DO CONCUR WITH THIS EVALUATION
- I DO NOT CONCUR WITH THIS EVALUATION

Rita Steele
EMPLOYEE SIGNATURE

3/5/18
DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO DO NOT RECOMMEND EMPLOYEE FOR A SALARY INCREASE, FUNDS PERMITTING.

Sameli Barker
EXECUTIVE COORDINATOR SIGNATURE

3/5/2018
DATE

Part #1 APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (negotiated with employee during previous evaluation).

	objectives		
	exceeded	met	not met
Assist the Executive Director to the best of my ability as I learn the position of Board Compliance Manager/EO Officer (Start date 2/24/2017)	X		
Continue with the daily fiscal duties, i.e. maintain checking account, record incoming statements for payment, prepare payment of bills, payroll, travel (for staff and board members) and service provider payments through MIP. Record and handle daily correspondence, (phone, mail, and email) and maintain the monthly wall calendar.		X	
Establish a strong working relationship with service provider, to keep them informed of changes in technology (IWDS), policies and state directives in a timely manner.	X		
Create and Maintain a schedule for various monitoring (programmatic, equipment, etc.) that is required annually with all service providers.		X	

Part #II General Appraisal of Employee Performance			performance evaluation		
			Exceeds expectations	Meets expectations	Needs to improve
1	Job Knowledge	Possesses knowledge of duties and responsibilities for current position. Asks questions when unsure.		X	
2	Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description		X	
3	Quality	Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements		X	
4	Initiative	Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5	Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.		X	
6	Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.	X		
7	Follow-up	Maintains control of workloads, allocates resources to insure assignments are completed timely and accurately. Provides timely input into co-worker's projects, as required.		X	
8	Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.	X		
9	Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10	Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, and messages to co-workers in a clear, complete and timely manner.		X	

PART VI SIGNATURES



Ryan Stephens

EMPLOYEE SIGNATURE

3/5/2018
DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO DO NOT RECOMMEND EMPLOYEE FOR A SALARY INCREASE, FUNDS PERMITTING.

Samuel Barber

EXECUTIVE COORDINATOR SIGNATURE

3/5/18
DATE