

Light Commission April 10, 2023 meeting minutes

To: Light Commission: Commissioners
Light Department: J. Kowalik, General Manager, M. Barrett, Business Manager
From: Jean-Jacques Yarmoff, Secretary
Date: May 4, 2023
Re: Commission Meeting April 10, 2023

A quorum being present, Light Commission Chair Mike Hull opened the meeting at 5:03 pm, the meeting being held both in person and with remote access available to the public. A recording of the meeting is made available to the public at the following [link](#).

Participated in meeting:

Commissioners: Hull, Frechette, Smith, Wolf and Yarmoff participated in person.
Light Department: General Manager, J. Kowalik

Agenda modification

Commissioner Yarmoff moved to propose to modify the agenda to include a discussion of the Evaluation Process of the General Manager and its codification.

Vote #2023-19 Motion proposed by Commissioner Yarmoff, seconded by Commissioner Wolf. **Unanimous.**

Process for evaluation of the General Manager

The process for evaluating the General Manager's performance is proposed in the document enclosed.

To ensure that the process of evaluation is fair, consistent and efficient, and meets both contractual obligations and the process of the open meetings, the Marblehead Light Commission General Manager Evaluation Process is proposed. In a future process, some feedback from the employees in one form or another (net promoter score, 360 evaluation, ...) would be useful.

After debate, the Commissioners and the General Manager agreed that such a document provides structure to the evaluation process, and decided to perform the evaluation under this format.

Executive session

Chair Mike Hull proposed a motion to go into Executive Session in order to conduct strategy sessions in preparation for negotiations with non-union personnel General Manager Joe Kowalik.

Vote #2023-20 Motion proposed by Chair Hull. Frechette: yes; Hull: yes; Smith: yes; Wolf: yes; Yarmoff: yes.

The Light Commission entered into Executive Session at 5:18 pm.

The Executive Session concluded at 7:00 pm after a roll call of commissioners voted to return to open session. In that open session, a motion to adjourn was proposed, seconded and unanimously adopted.

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Marblehead Light Commission General Manager Evaluation Process

The following process is proposed to ensure a consistent, fair and effective evaluation process of the General Manager of the Marblehead Municipal Light Department.

A. Oral Evaluation Process

The following will take place in an Executive Session of the Light Commission:

1. Commissioners review the General Manager performance for the prior year in view of the agreed upon goals and objectives, in a written format.
2. Commissioners debate their individual evaluation in a closed session, without the General Manager, to discuss the result of their individual evaluation and come to a consensus if possible. The Commissioners agree to a salary increase under standard Commission Meeting rules.
3. The Chair (or the Vice Chair) presents orally the consensus result of the evaluation to the General Manager. The General Manager is invited to comment orally the consensus evaluation.
4. The Chair (or the Vice Chair) presents orally the proposed salary increase based on the performance evaluation of the Commission.

B. Written Evaluation Process

Following the Light Commission meeting where the oral evaluation process has taken place, the following steps will take place in writing:

1. Each Commissioner communicates their written evaluation to the Secretary of the Commission, after possibly reviewing their initial feedback in view of the Commission consensus evaluation. These documents will be sent by e-mail to the Secretary within 10 calendar days after the Oral Evaluation. Only documents received within 10 calendar days after the Oral Evaluation will be considered for the written evaluation.
2. The Secretary of the Commission creates a composite written statement taking into account all of the comments provided in writing by Commissioners. The composite evaluation is provided to the General Manager, and to the other members of the Commission for reference, within 15 calendar days of the Oral Evaluation meeting.
3. The General Manager is invited to add comments to the evaluation where he or she believes that additional comments are warranted, and returns the finalized document to the Commission Secretary.
4. The finalized review, including the possible General Manager's comments, together with the individual written evaluations by Commissioners, are recorded in the General Manager's personnel file within 30 calendar days of the Oral Evaluation meeting.