



APPROVED 03-16-2010

**MINUTES
OF THE
BOARD OF COMMISSIONERS
SPECIAL MEETING**

HELD ON

**Friday, March 5, 2010
3:30 p.m.**

AT

**Port of Tillamook Bay
4000 Blimp Boulevard
Tillamook, Oregon**

1. Call to Order

Board President Jerry Dove called the meeting to order at 3:30 p.m.

2. Recognition of Persons Present

Commissioners: Jerry Dove (President); Ken Bell (Vice-President); John Ficher (Secretary); Jim Young (Treasurer); and Art Riedel (Commissioner).

Staff: Michele Bradley (General Manager); and Aaron Palter (Project Coordinator).

3. Discussion of Criteria for the Board's Performance Evaluation of General Manager

Ms. Bradley presented to and discussed a document entitled 2009 Annual Manager Evaluation Process with the Board as the first step in the criteria process for the Board's evaluation of its general manager. She said there is also a 2010 packet for the Board for next year's evaluation; and she said

the purpose of the meeting is for the Board to discuss and establish appropriate evaluation criteria, add any additional criteria to the document and present all comments for compilation of input into the document at the upcoming March 16, 2010 meeting. Ms. Bradley recognized the Port has not used something as elaborate as this in the past; and she said the idea is to have the Board create a standard set of expectations for its general manager to follow and be evaluated against.

Commissioner Young said it's important to have a set of goals to evaluate the general manager on; and he is hoping to have some key targets or goals to work from.

There was Board discussion of setting up future goals and expectations. Commissioner Dove said the Port Board should its long-range plans and to incorporate those into the evaluation process to see if the Port is achieving those goals. He asked Ms. Bradley if she would be performing a self-evaluation during the process. Ms. Bradley responded she would; but would prefer the Board provide their separate evaluation of her first and then compare.

Commissioner Ficher indicated there was a lot of criteria present in the packet. Commissioner Young said the Board should be looking at about a half a dozen key issues but the process should be kept simple; and he said the forms here may be more appropriate for the review of more subordinate staff. The amount of info here may be too nit-picky for a general manager's review. Commissioner Ficher agreed. Commissioner Riedel discussed his experience with this type of process; and he said the forms could be pared down. But he disagreed that only a few targets is the way to go. Ms. Bradley said she remains open to the will of the Board.

Commissioner Dove said the Board hasn't yet established any goals for the general manager to achieve. He said she has had to hit the ground running as the Port's general manager; and the chance has never presented itself. Ms. Bradley read from her contract her duties and said she is hoping to receive more direction from the Board. Commissioner Young added that the measurement of success should be whether or not the manager accomplishes the things the Board decides on. Commissioner Dove agreed; and he said the manager should be able to come to the Board with ideas of bettering the Port. He would like to see the process become a sit down with the manager with a more personal conversation.

Commissioner Bell questioned how best to set goals for the general manager, saying the economy is too volatile to be able to judge performance on nor should the general manager be held at fault for the economy. He said the Port has a budget it adopts; and the general manager should be able to follow the budget. Other criteria could be staff relations, the morale of staff. Another could be how the digester is operating.

The Board discussed among themselves the ability/inability of the general manager to control certain operations at the Port (i.e. tenants' business success/failure) and other goal setting ideas. Commissioner Dove said the Board's job is to evaluate whether or not the goals are being met. Commissioner Riedel said this is a good start to the process. Commissioner Bell stated it's not that easy and said that obtaining a pro forma for the digester could be one goal. He said the budget for him is a key component. The Board discussed they'd like to see monthly operating budget reports.

Commissioner Young said he felt strongly that the Board should be looking at objectives/targets to determine whether the general manager is successful or not. Commissioner Dove added these should be in writing to establish the goals and to protect the Port.

Next steps discussed were the Board's individual review of the criteria as presented, suggested modifications to the criteria, and the presenting of those modifications during the upcoming March 16 regular meeting. The modifications will become part of the evaluation document for the Board to fill out, which comments will then be compiled into a complete evaluation form for presentation and discussion at the April monthly meeting.

Ms. Bradley said the The 2010 Annual Manager Evaluation Process is being presented today as what could be started towards the end of the year for next year's evaluation, also with any modifications by the Board members.

4. Adjournment

The meeting was adjourned at the hour of 3:56 p.m.

These Minutes were recorded and reduced to typewritten form by Aaron Palter, Project Coordinator.