

SUNBURST FARMS IRRIGATION DISTRICT
Employee Evaluation Committee Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

September 26, 2017

MEMBERS PRESENT: Kay Lorenzen, Peggy Schwend and Karen Gould

MEMBERS ABSENT: Larry Hudson

EMPLOYEES PRESENT: Brenda Brown
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Employee Evaluation Committee was held on September 26, 2017. The meeting was called to order by Kay Lorenzen, at 6:30 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to appoint a Chairperson:

Kay Lorenzen appointed Chairperson

B. Discuss and possible action to appoint a Secretary:

Office Manager Brenda Brown appointed Secretary

C. Discuss and possible action on updating employee evaluations:

The following topics were discussed:

- a. Job meaning
- b. Safety
- c. Subjective/Measures
- d. Rating scale 1-5
 - 1. Unsatisfactory-improvements required by certain date
 - 2. Needs improvement
 - 3. Satisfactory-meets requirements
 - 4. Occasionally exceeds requirements
 - 5. Consistently exceeds requirements
- e. Incident forms

Discussion ensued regarding current job descriptions for all departments, restructuring current performance evaluations from scratch, repair/maintenance, line replacements,

safety, administrative, attendance, equipment/assets, customer service, team support, personnel management, budget, legal compliance, vendor management, accountability and the infrastructure of the system.

Chairperson Kay Lorenzen expressed her concerns regarding the following:

- a. Board Members having access to Brenda’s passwords.
- b. Board Members having access to Brenda’s computer.
- c. Board Members do not need access to Richard’s computer.
- d. Day to day process available in writing – Desk Manuals.
- e. Possibility of future appointed committee.

3. ADJOURNMENT:

Without objection, meeting adjourned at 8:36 P.M.

Dated this _____ day of _____, 2017

Submitted by: _____
Committee Secretary

**Note: All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office*