

Amberley Village Council – Compensation and Benefits Committee
Minutes of April 9, 2013

In Attendance: R. Warren, W. Doering, T. Muething, Manager S. Lahrmer, and P. Conway

The meeting was brought to order.

The minutes from the March 19, 2013 were distributed. The minutes were approved.

At our last meeting Mr. Muething noted that the CLGBP's contribution to OME-RESA declined considerably during the current 4th year of the plan from ~\$86,000/month in the 3rd plan year to the current ~\$44,000/month. Mr. Lahrmer shared that this reduction was related to an increased threshold for catastrophic liability from \$100,000 to \$150,000. Mr. Lahrmer also shared that after an RFP review, the CLGBP had selected Harran and Assoc. to be the health insurance broker for the next year. This was a switch from USI. USI would continue to broker dental and life insurance.

The Committee continued discussion of a performance evaluation review of our village manager, Mr. Lahrmer. Mr. Warren presented a draft of an evaluation form that was based in part on the forms Mr. Lahrmer had collected from several jurisdictions. The draft included three parts. One part would be completed by each Councilperson and included an assessment of the manager's (1) relationship with Council, (2) leadership, and (3) interpersonal skills. One part would be completed by Mr. Lahrmer's direct reports and included questions related to their working relationship. This second part would be distributed at the discretion of Mr. Lahrmer. It would not require the identity of the person providing input. The third part would be completed by the manager and included (1) a summary of the manager's accomplishments and (2) strengths, (3) areas that would make the manager more effective, and (4) the manager's goals for the next year. Ms. Conway noted that while this type of evaluation was long overdue, the subordinate input was not necessary. Mr. Lahrmer commented that since this was his first evaluation, we should establish a baseline before seeking a more comprehensive '360^o' review. It was the consensus of the Committee that the subordinate input be deferred to the future. The original and final recommended form from this Committee is attached,

The Committee discussed the Evaluation process. The Committee agreed that Mr. Warren will distribute the Evaluation Form to all Councilmembers for input and approval of form. Council and Mr. Lahrmer will then be given their respective form to complete. This will be followed by a special Executive Session of Council of Council and Mr. Lahrmer, preferably before the end of May. This meeting will be devoted to a dialogue with Mr. Lahrmer of his performance and action steps. Council will then come out of Executive Session and prepare a consolidated form of Councilmembers' evaluations. Finally, a cover letter will be prepared describing action steps for the next reporting period (1 year).

There be no further business, the meeting was adjourned.

Chair: _____
Ray Warren