

# **CROCKETT COMMUNITY SERVICES DISTRICT**

Special Personnel Committee Meeting  
Agenda for Tuesday, June 20, 2023

TIME: 4:00 PM  
PLACE: 850 Pomona Street, Crockett

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## **CALL TO ORDER:**

## **PUBLIC COMMENTS:**

1. Approve Minutes of May 16 and June 13, 2023.
2. Approve interview form for job applicants.
3. Approve changes to the evaluation form for General Manager used by commissions and committee members.

## **CLOSED SESSION:**

4. Interview candidate for District Secretary Pursuant to Government Code Section 54957.

## **RESUME OPEN SESSION:**

5. Announcement of actions taken during closed session.
6. General discussion of employment issues such as but not limited to, future agenda items, employment policy suggestions, and performance awards.

## **FUTURE AGENDA ITEM**

Process of review of survey form for the Board.

## **ADJOURNMENT:**

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF PERSONNEL COMMITTEE MEETING MAY 16, 2023

CALL TO ORDER: The meeting was called to order at 4:00 PM by Chairperson Cusack.  
Present were General Manager Murdock, Mary Wais and Ron Wilson.

PUBLIC COMMENTS: None

1. PERFORMANCE REVIEW: Review and implement process deferred to June 13<sup>th</sup> meeting to include all committee members.
2. APPROVE MINUTES OF APRIL 25, 2023: A motion to approve the minutes of April 25, 2023 carried unanimously (rw/mw).

CLOSED SESSION: The committee went into closed session at 4:30 pm.

3. Public Employee Performance Evaluation: Facilities Manager / Assistant District Secretary, Pursuant to Government Code Section 54957.
4. Public Employee Performance Evaluation: Event Supervisor, Pursuant to Government Code Section 54957.

RESUME OPEN SESSION: The committee resumed in open session at 4:50 pm.

5. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION: Received evaluation and improvement recommendations from Recreation Manager Wilson.
6. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: General Manager Murdock said the payroll audit is in progress.

ADJOURNMENT: The meeting was adjourned at 5:15 PM.

Respectfully submitted,

*Tom Cusack*

Tom Cusack  
May 18, 2023

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF PERSONNEL COMMITTEE MEETING JUNE 13, 2023

CALL TO ORDER: The meeting was called to order at 4:00 PM by Chairperson Cusack. Present were General Manager Murdock, Jena Goodman, Nick Spinner, Mary Wais and Ron Wilson.

PUBLIC COMMENTS: None

1. IMPLEMENT METHOD FOR RECEIVING AGENDAS: It was agreed by all that they are individually responsible for confirming posted agendas for the moment. Commissioner Cusack will contact members to confirm posted agendas have been received.
2. PERFORMANCE REVIEW FORM FOR GENERAL MANAGER: This form will be modified to a rating points scale.
3. PROCESS OF REVIEW FOR SURVEY FORM: This item has been placed as a future agenda item.
4. IMPLEMENT PROCESS FOR INTERVIEWING APPLICANTS: .Committee member Cusack introduced a document process for interviewing applicants approved by all committee members. It was determined that an interview could be conducted Tuesday, June 20 at 4:45 pm.

ADJOURNMENT: The meeting was adjourned at 5:30 PM.

Respectfully submitted,

*Tom Cusack*

Tom Cusack  
June 19, 2023

# Performance Review for General Manager

## Survey Form for Commissions and Committees

The District Board performs the review of the General Manager. To assist in reviewing the performance of the General Manager over the last year, the Board can solicit information from the Commissioners, Committee members, and direct staff (Recreation and Port Costa Sanitary Department Managers). If you wish, you can complete the comments in the below fields.

Your comments will be shared with the members of the board of directors, but your name will not be identified with specific comments. Please submit/mail to the District Office, attention Board President, Crockett CSD, P.O. Box 578, Crockett, CA 94525 **to arrive no later than** \_\_\_\_\_.

*Performance ratings and definitions:*

- 5 Outstanding:** Performance over a sustained period of time clearly and consistently exceeds expectations and is outstanding. Both results and how they are achieved are outstanding.
  - 4- Very good:** Performance clearly meets and sometimes exceeds job requirements and significant contributions are made well beyond job demands.
  - 3 - Meets Standards:** Solid and occasionally impressive performance.
  - 2 Progressing:** Does not meet minimum performance requirements but is making progress towards competency.
  - 1 - Improvement needed:** Performance is frequently unsatisfactory
- I don't know (leave Rating Points field blank)

| .COMMENTS ON PERFORMANCE OF THE GENERAL MANAGER | Rating Points |
|---|---------------|
| 1. Overall organizational performance           |               |
| 2. Community leadership                         |               |

| .COMMENTS ON PERFORMANCE OF THE GENERAL MANAGER (Cont'd)   | Rating Points |
|--|---------------|
| 4. Financial sustainability and mission impact   |               |
| 5. Communication with Board of directors and Commissions   |               |
| 6. Are there any specific suggestions for professional development that the board might consider recommending to the General Manager?  |               |
| 7. Are there any deficiencies in local governance that you feel the Board should discuss with the General Manager?                     |               |
| 8. Are there any recommended changes to the administrative process that would benefit the Commissions or Committees that you serve on? |               |

| ADDITIONAL COMMENTS | Rating<br>Points |
|---------------------|------------------|
|                     |                  |