Please be advised that the Barry County Board of Commissioners has scheduled a Committee of the Whole meeting on December 6, 2016 at 9:00 a.m. for the purpose of:

AGENDA for
Barry County Board of Commissioners - Committee of the Whole
December 6, 2016; 9:00 a.m.; Commission Chambers
For more information go to: www.barrycounty.org

9:00 Pledge of Allegiance

9:00 Public Comment

9:00 Michael Brown
1) Road Commission Audit Letter
2) Appointment of New Medical Examiner

9:15 Craig Stolsonburg - County Administrator Evaluation Results and Employment Agreement

Public Comment

Adjournment

Unless otherwise posted in accordance with the Open Meetings Act, Board of Commissioners meetings are held at the Barry County Courthouse, Commissioners Chambers, 220 W. State St., Hastings, MI 49058. Questions regarding the meeting may be addressed to Michael Brown, Barry County Administrator, Barry County Courthouse, 220 W. State St., Hastings, MI 49058; (269) 945-1284.

Meetings of the Barry County Board of Commissioners are open to all without regard to race, sex, color, age, national origin, religion, height, weight, marital status, political affiliation, sexual orientation, gender identity or disability. Barry County will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities at the meeting/hearing upon four (4) business days notice to the County. Individuals with disabilities requiring auxiliary aids or services should contact the County by writing or calling: Michael Brown, County Administrator, Barry County, 220 W. State St., Hastings, MI 49058; 269-945-1284.

Only members of the Barry County Board of Commissioners shall be given the floor to speak during any Board meeting, except 1) Anyone who desires to speak under Limited Public Comment; 2) County officials and/or personnel may speak with the consent of the Chairperson; 3) Any person, with the consent of the Chairperson and/or a majority of the Board; 4) Public comment shall be limited to no more than three minutes per individual and at the times designated as stated above, except where extended privileges are granted by the Chairperson.

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: COW, 12/6/16

DEPARTMENT: Barry County Road Commission

PREPARED BY: Michael Brown, County Administrator

SUBJECT: Approval of 2016 Road Commission Annual Audit Engagement Agreement

SPECIFIC ACTION(S) REQUESTED:
To recommend to the Board of Commissioners approval of the Audit Engagement Agreement with Walker Fluke & Sheldon, P.C. to perform the 2016 Barry County Road Commission annual audit.

SPECIFIC ACTION(S) RECOMMENDED BY THE COW (Admin. use only):

DESCRIPTION OF ACTION: The Road Commission is required to conduct an annual audit of its financial statements. MCL 224.27 requires that the proposed agreement with the CPA be confirmed by the County Board of Commissioners. To comply with the requirement, the Road Commission is requesting that the County Board of Commissioners approve the agreement with Walker Fluke & Sheldon in the not to exceed amount of $9,000 to complete the 2016 annual audit.

TIME FRAME OF ACTION: Immediate.

FUNDING REQUIRED: YES__X__ NO _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) __Local_____
2. IF LOCAL, SPECIFY FUND: __Road Commission_____
3. AMOUNT REQUESTED: _$9,000_____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) _None_____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS: _None_____

PERSONNEL IF REQUIRED: N/A

NEW OR RENEWAL: New.

ANY OTHER PERTINENT INFORMATION: See attached engagement letter.

CONTACT PERSON WITH PHONE NUMBER:
Michael Brown, County Administrator, 269-945-1284

WALKER, FLUKE & SHELDON, PLC
CERTIFIED PUBLIC ACCOUNTANTS
Building Trust, Delivering Integrity, One Handshake at a Time.

October 30, 2016

Barry County Road Commission
1725 W M-37 Highway
Hastings, MI 49058

We are pleased to confirm our understanding of the services we are to provide the Barry County Road Commission for the year ended December 31, 2016. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Barry County Road Commission as of and for the year ended December 31, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Barry County Road Commission's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Barry County Road Commission's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

2) Budgetary Comparison Schedule.

We have also been engaged to report on supplementary information other than RSI that accompanies Barry County Road Commission's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

1) Analysis of Change in Fund Balance.

2) Analysis of Revenue and Other Financing Sources.

3) Analysis of Expenditures.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Barry County Road Commission's financial statements. Our report will be addressed to the Board of Commissioners of Barry County Road Commission. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-

Walker, Fluke & Sheldon, PLC
525 W. Apple Street, Hastings, MI 49058
wfscpas.com

Hastings
Phone: 269.945.9452
Fax: 269.945.4890s

Ionia
Phone: 616.522.0792
Fax: 616.522.0873

Richland
Phone: 269.829.9658
Fax: 269.629.3126

matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Barry County Road Commission's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us

during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Barry County Road Commission agrees to indemnify Walker, Fluke & Sheldon, PLC, for any damages, including attorney fees, caused in whole or part, by the Barry County Road Commission's failure to fulfill these responsibilities. Any controversy or claim arising out of or relating to this agreement or breach thereof, shall be settled by arbitration in accordance with the arbitration rules of the American Institute of Certified Public Accountants, and judgment upon the award may be entered in any court having jurisdiction thereof. The party initiating such action will pay for all the expenses of the arbitration.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Walker, Fluke & Sheldon, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to an oversight agency for the audit or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Walker, Fluke & Sheldon, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to begin our audit in approximately December 2016 and to issue our reports no later than April 2017. Dave DeHaan is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed $9,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Barry County Road Commission and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Walker, Fluke & Sheldon PC

Walker, Fluke & Sheldon, PLC

RESPONSE:

This letter correctly sets forth the understanding of Barry County Road Commission.

Management signature: Brooks S Lambert

Title: Managing Director

Date: 11-22-16

Governance signature: _____

Title: _____

Date: _____

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: COW/12-6-16

DEPARTMENT: Medical Examiner

PREPARED BY: Michael Brown, County Administrator

SUBJECT: Appointment of Medical Examiner

SPECIFIC ACTION(S) REQUESTED:
To recommend to the Barry County Board of Commissioners approval of the appointment of Dr. John Bechinski, D.O.as Medical Examiner for Barry County.

SPECIFIC ACTION(S) RECOMMENDED BY THE COW (Admin. use only):

DESCRIPTION OF ACTION:

Barry County is required by state law to provide medical examiner services and to appoint a Medical Examiner and Deputy Medical Examiners to fulfill the duties prescribed by state law.

Recently, Barry County was notified that Dr. Philip R. Croft, MD, JD will be leaving the Sparrow Hospital Forensic Pathology group to pursue other interests and will no longer be able to serve as Medical Examiner for Barry County. Dr. Michael A. Markey, MD, who is the Medical Director for Sparrow Forensic Pathology is recommending that Barry County appoint Deputy Medical Examiner Dr. John Bechinski, DO to replace Dr. Croft as the Barry County Medical Examiner.

TIME FRAME OF ACTION: Immediate
FUNDING REQUIRED: YES _____ NO ___X____
IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) _____
2. IF LOCAL, SPECIFY FUND: _____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.) _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS:_____

PERSONNEL IF REQUIRED: None.
NEW OR RENEWAL: Renewal
ANY OTHER PERTINENT INFORMATION:
CONTACT PERSON WITH PHONE NUMBER:
Michael Brown, County Administrator, 269-945-1284

Sparrow

Improving the health of the people in our communities by providing quality, compassionate care to everyone, every time

RECEIVED
NOV 18 2016

November 11, 2016

Michael Brown
Barry County Administrator
220 W. State St.
Hastings, MI 49058

Dear Mr. Brown,

On December 16, 2016, I will be leaving the Sparrow Hospital Forensic Pathology group to pursue other interests. Given this, I will no longer be able to serve as the Barry County Medical Examiner and am hereby notifying you of my intention to resign from that position on that date.

It has been my pleasure to serve you and the residents of Barry County as your Medical Examiner for the past nine years. Thank you for the trust that you placed in me and for your support.

Please contact Dr. Michael Markey, the Director of Sparrow Forensic Pathology, with respect to a recommendation for my successor as Barry County Medical Examiner, pursuant to the terms of the agreement between Sparrow Hospital and Barry County for medical examiner services.

Regards,

Philip R. Croft, M.D.,J.D.

Forensic Pathology
Medical Examiner's Office

Michael A. Markey, M.D.
Philip R. Croft, M.D.
John A. Bechinski, D.O.
Stephanie A. Dean, M.D.

1215 E. Michigan Avenue
P.O. Box 30480
Lansing, Michigan 48909

T 517.364.2561
F 855.300.7312
Sparrow.org

AGENDA REQUEST FORM

PROPOSED FOR MEETING OF: COW/12-6-16

DEPARTMENT: Commissioners/Administration

PREPARED BY: Craig Stolsonburg, Chair Board of Commissioners

SUBJECT: County Administrator's Performance Evaluation and Renewal of Employment Agreement.

SPECIFIC ACTION(S) REQUESTED: To review the performance evaluation for the County Administrator and recommend to the Board of Commissioners renewal of the employment agreement between the Barry County Board of Commissioners and the Barry County Administrator for a three year period commencing on January 1, 2017 and ending on December 31, 2019.

SPECIFIC ACTION(S) RECOMMENDED BY THE COW (Admin. use only):

DESCRIPTION OF ACTION: Review the results of the performance evaluation by County Commissioners for County Administrator Michael Brown. Review and recommend approval of the attached employment agreement for the County Administrator for a three year period, January 1, 2017 through December 31, 2019.

TIME FRAME OF ACTION: Immediate.

FUNDING REQUIRED: YES__X____ NO _____

IF YES, ANSWER THE FOLLOWING:

1. FUNDING SOURCE (Federal, State, or Local) __Local_____
2. IF LOCAL, SPECIFY FUND: ____General Fund_____
3. AMOUNT REQUESTED: _____
4. AMOUNT OF ONGOING COST, AND INTERVAL (Monthly, Quarterly, Annual, etc.)___None. _____
5. FINANCIAL IMPACT ON OTHER DEPARTMENTS:__None._____

PERSONNEL IF REQUIRED: NA.

NEW OR RENEWAL: Renewal.

ANY OTHER PERTINENT INFORMATION: Attached documents include performance evaluations from county commissioners and the Employment Contract for the Administrator (current version and marked up version with new dates).

CONTACT PERSON WITH PHONE NUMBER:
Craig Stolsonburg, Chair, Board of Commissioners, 269-838-3349.

3/8/2011

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: **FROM:** **TO:**	**DATE OF REVIEW:**	**REVIEWING OFFICIAL:** GRiGS

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score = 4.5

1	1.5	2	2.5	3	3.5	4	**4.5**	5
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.		Very precise and accurate in providing direction. Promotes networking among staff.	

COMMENTS:

Michael Brown is a skilled leader who moves Barry County, not just its board, forward.

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score = 4.5

1	1.5	2	2.5	3	3.5	4	**4.5**	5
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs, Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.		Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.	

COMMENTS:

We're in a strong financial position because we have a strong financial leader in Michael Brown

MOTIVATION									**Score =**	4.5
The ability to positively inspire work efforts.										
1	1.5	2	2.5	3	3.5	**4**	4.5	5		
Personally lacks enthusiasm. Negative work attitude affects others.		Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.		Generates above average enthusiasm among others.		Serves as an outstanding work example. Inspires others to excel.			

COMMENTS:

- By consistently promoting our core values, Michael brings out the best in county government,

PROFESSIONAL DEVELOPMENT									**Score =**	4.5
The ability to promote & facilitate professional growth for self & employees within allowed budget.										
1	1.5	2	2.5	3	3.5	4	**4.5**	5		
Does not promote the professional development of self & staff.		Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.		Highly influential in promoting professional development of self & staff.		Exceptional record of promoting and facilitating development of self & staff.			

COMMENTS:

COMMUNICATION									**Score =**	4.5
Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.										
1	1.5	2	2.5	3	3.5	4	**4.5**	5		
Frequently fails to keep the board informed of problems, needs and goals.		Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.		Communications are clear and persuasive. Lays out options and alternatives.		Eloquent and accurate in both oral and written analysis of situations.			

COMMENTS:

Great at communicatng complex issues, and building consesus of a goals to move torward.

DELEGATION	**Score =** 5
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.	

1	1.5	2	2.5	3	3.5	4	4.5	**5**
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.		Excellent at delegating both responsibility and authority with both routine and challenging tasks.	

COMMENTS:

PLANNING	**Score =** 4.5
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.		Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.	

COMMENTS:

PRIORITIZING	**Score =** 4
The ability to rank work projects in appropriate order and to schedule time optimally.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.		Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.	

COMMENTS:

EMPLOYEE RELATIONS								Score =	4.5
The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.									
1	1.5	2	2.5	3	3.5	4	4.5	5	
Frequently ineffective in dealing with employees. Ignores problems.		Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.		Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.		Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.		
COMMENTS:									
Part of what makes Michael a great leader is that he treats everyone with respect, and wants to listen to their concerns. This is espe									

INITIATIVE								Score =	4
Developing/originating new ideas or methods without being urged.									
1	1.5	2	2.5	3	3.5	4	4.5	5	
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.		Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.		Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.		Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.		
COMMENTS:									

cially true with our workforce. Michael cares about our team.

INTERACTION	Score = 5
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS:

COORDINATION WITH OTHER UNITS	Score = 4
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	5
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.		Actively seeks to share information with other county departments and elicits their participation.	

COMMENTS:

TOTAL PERFORMANCE RATING: 4.458

Add individual scores, divide by 12

RATER'S OVERALL PERFORMANCE COMMENTS

Outstanding leader for Barry County!

Signature **Date**

3/8/2011

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: **FROM:** **TO:**	**DATE OF REVIEW:**	**REVIEWING OFFICIAL:** Connor

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	5
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.		Very precise and accurate in providing direction. Promotes networking among staff.	

COMMENTS:

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	5
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs, Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.		Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.	

COMMENTS:

MOTIVATION

Score =

The ability to positively inspire work efforts.

1	1.5	2	2.5	3	3.5	4	4.5	5
Personally lacks enthusiasm. Negative work attitude affects others.		Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.		Generates above average enthusiasm among others.		Serves as an outstanding work example. Inspires others to excel.	

COMMENTS:

PROFESSIONAL DEVELOPMENT

Score =

The ability to promote & facilitate professional growth for self & employees within allowed budget.

1	1.5	2	2.5	3	3.5	4	4.5	5
Does not promote the professional development of self & staff.		Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.		Highly influential in promoting professional development of self & staff.		Exceptional record of promoting and facilitating development of self & staff.	

COMMENTS:

COMMUNICATION

Score =

Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.

1	1.5	2	2.5	3	3.5	4	4.5	5
Frequently fails to keep the board informed of problems, needs and goals.		Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.		Communications are clear and persuasive. Lays out options and alternatives.		Eloquent and accurate in both oral and written analysis of situations.	

COMMENTS:

DELEGATION	**Score =**
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.		Excellent at delegating both responsibility and authority with both routine and challenging tasks.	

COMMENTS: I would like to see Michael delegate projects that can be handled by other Staff or Depts. Michael is a great person and employee, I don't want to see him overburdened or burned out unnecessarily.

PLANNING	**Score =**
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.		Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.	

COMMENTS:

PRIORITIZING	**Score =**
The ability to rank work projects in appropriate order and to schedule time optimally.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.		Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.	

COMMENTS:

EMPLOYEE RELATIONS								**Score =**
The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.								
1	1.5	2	2.5	3	3.5	4	4.5	5
Frequently ineffective in dealing with employees. Ignores problems.		Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.		Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.		Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.	
COMMENTS:								

INITIATIVE								**Score =**
Developing/originating new ideas or methods without being urged.								
1	1.5	2	2.5	3	3.5	4	4.5	5
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.		Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.		Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.		Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.	
COMMENTS:								

INTERACTION	Score =
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS:

COORDINATION WITH OTHER UNITS	Score =
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	5
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.		Actively seeks to share information with other county departments and elicits their participation.	

COMMENTS:

TOTAL PERFORMANCE RATING: 51.5

Add individual scores, divide by 12 4.29

RATER'S OVERALL PERFORMANCE COMMENTS

Signature Vivian LeCorner **Date** 11-1-16

ACTION PLAN - to

Action Plan	Due Date	Measurement Criteria	Status	Perspective
Board appoint a committee to research & act on finding a candidate for HR Director	6/1/2017			

3/8/2011

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: **FROM:** **TO:**	**DATE OF REVIEW:**	**REVIEWING OFFICIAL:** JACKSON

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	5
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.		Very precise and accurate in providing direction. Promotes networking among staff.	

COMMENTS:

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	5
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs. Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.		Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.	

COMMENTS:

MOTIVATION

Score =

The ability to positively inspire work efforts.

1	1.5	2	2.5	3	3.5	4	4.5	5
Personally lacks enthusiasm. Negative work attitude affects others.		Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.		Generates above average enthusiasm among others.		Serves as an outstanding work example. Inspires others to excel.	

COMMENTS:

PROFESSIONAL DEVELOPMENT

Score =

The ability to promote & facilitate professional growth for self & employees within allowed budget.

1	1.5	2	2.5	3	3.5	4	4.5	5
Does not promote the professional development of self & staff.		Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.		Highly influential in promoting professional development of self & staff.		Exceptional record of promoting and facilitating development of self & staff.	

COMMENTS:

COMMUNICATION

Score =

Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.

1	1.5	2	2.5	3	3.5	4	4.5	5
Frequently fails to keep the board informed of problems, needs and goals.		Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.		Communications are clear and persuasive. Lays out options and alternatives.		Eloquent and accurate in both oral and written analysis of situations.	

COMMENTS:

DELEGATION	Score =
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.		Excellent at delegating both responsibility and authority with both routine and challenging tasks.	

COMMENTS:

PLANNING	Score =
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.		Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.	

COMMENTS:

PRIORITIZING	Score =
The ability to rank work projects in appropriate order and to schedule time optimally.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.		Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.	

COMMENTS:

EMPLOYEE RELATIONS

Score =

The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.

1	1.5	2	2.5	3	3.5	4	4.5	5
Frequently ineffective in dealing with employees. Ignores problems.		Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.		Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.		Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.	

COMMENTS:

INITIATIVE

Score =

Developing/originating new ideas or methods without being urged.

1	1.5	2	2.5	3	3.5	4	4.5	5
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.		Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.		Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.		Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.	

COMMENTS:

INTERACTION	Score =
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS:

COORDINATION WITH OTHER UNITS	Score =
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	5
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.		Actively seeks to share information with other county departments and elicits their participation.	

COMMENTS:

TOTAL PERFORMANCE RATING:

Add individual scores, divide by 12

RATER'S OVERALL PERFORMANCE COMMENTS

I have nothing but the highest regard for Michael Brown and the work he is doing with Barry County Administration. He is a tireless leader, always available, always willing to schedule a meeting or a phone call to answer my questions and educate me in the areas I need additional clarity. Michael shows an amazing depth of knowledge on a wide variety of subjects involving county government & administration, and is always willing to impart that knowledge to a novice like myself. His energy & commitment to Barry County is greatly appreciated.

David Jackson October 26, 2016

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: **FROM:** 2015 **TO:** 2016	**DATE OF REVIEW:** 10/01/16	**REVIEWING OFFICIAL:** Commissioner Dull

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	(5)
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.			Very precise and accurate in providing direction. Promotes networking among staff.

COMMENTS:

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score =

1	1.5	2	2.5	3	3.5	4	(4.5)	5
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs, Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.			Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.

COMMENTS:

MOTIVATION

Score =

The ability to positively inspire work efforts.

1 1.5	2	2.5 3	3.5 4	4.5 5
Personally lacks enthusiasm. Negative work attitude affects others.	Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.	Generates above average enthusiasm among others.	Serves as an outstanding work example. Inspires others to excel.

COMMENTS:

PROFESSIONAL DEVELOPMENT

Score =

The ability to promote & facilitate professional growth for self & employees within allowed budget.

1 1.5	2	2.5 3	3.5 4	4.5 5
Does not promote the professional development of self & staff.	Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.	Highly influential in promoting professional development of self & staff.	Exceptional record of promoting and facilitating development of self & staff.

COMMENTS:

COMMUNICATION

Score =

Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.

1 1.5	2	2.5 3	3.5 4	4.5 5
Frequently fails to keep the board informed of problems, needs and goals.	Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.	Communications are clear and persuasive. Lays out options and alternatives.	Eloquent and accurate in both oral and written analysis of situations.

COMMENTS:

DELEGATION	**Score =**
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.			Excellent at delegating both responsibility and authority with both routine and challenging tasks.

COMMENTS: SEEMS TO DELEGATE WELL

PLANNING	**Score =**
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.			Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.

COMMENTS:

PRIORITIZING	**Score =**
The ability to rank work projects in appropriate order and to schedule time optimally.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.			Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.

COMMENTS: HAS HAD A FEW ISSUES THAT MAYBE NEED TO BE ADDRESSED IN DIFFERENT WAYS

EMPLOYEE RELATIONS								**Score =**
The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.								
1	1.5	2	2.5	3	3.5	4	4.5	5
Frequently ineffective in dealing with employees. Ignores problems.		Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.		Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.		Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.	
COMMENTS:								

INITIATIVE								**Score =**
Developing/originating new ideas or methods without being urged.								
1	1.5	2	2.5	3	3.5	4	4.5	5
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.		Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.		Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.		Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.	
COMMENTS:								

-3.5

60
-3.5
12 | 56.5 | 4.70
48
8.5
84
10

INTERACTION	Score = 6
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS:

HE IS THE EPITOME (SP) OF HOW A COUNTY EMPLOYEE OR ANY PERSON SHOULD TREAT OTHERS

COORDINATION WITH OTHER UNITS	Score =
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	5
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.		Actively seeks to share information with other county departments and elicits their participation.	

COMMENTS:

TOTAL PERFORMANCE RATING:

Add individual scores, divide by 12

RATER'S OVERALL PERFORMANCE COMMENTS 4.70

Signature **Date**

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: **FROM:** **TO:**	**DATE OF REVIEW:** 10/30/16	**REVIEWING OFFICIAL:** Commissioner Smelker

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	5
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.		Very precise and accurate in providing direction. Promotes networking among staff.	

COMMENTS: VERY WELL AT KEEPING EMPLOYEES WORKING TOWARD A COMMON GOAL

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score =

1	1.5	2	2.5	3	3.5	4	4.5	5
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs, Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.			Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.

COMMENTS: - THIS IS ONE OF THE MOST IMPORTANT PARTS OF HIS JOB. DOES EXCELLENT JOB!

MOTIVATION

Score =

The ability to positively inspire work efforts.

1 1.5	2	2.5 3	3.5 4	4.5 5
Personally lacks enthusiasm. Negative work attitude affects others.	Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.	Generates above average enthusiasm among others.	Serves as an outstanding work example. Inspires others to excel.

COMMENTS: VERY GOOD WORK EXAMPLE - WORKS HARD TO ENCOURAGE OTHERS TO DO SO

PROFESSIONAL DEVELOPMENT

Score =

The ability to promote & facilitate professional growth for self & employees within allowed budget.

1 1.5	2	2.5 3	3.5 4	4.5 5
Does not promote the professional development of self & staff.	Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.	Highly influential in promoting professional development of self & staff.	Exceptional record of promoting and facilitating development of self & staff.

COMMENTS: ENCOURAGES AND HELPS W/ HIGHER EDUCATION W/ HIS EMPLOYEES.

COMMUNICATION

Score =

Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.

1 1.5	2	2.5 3	3.5 4	4.5 5
Frequently fails to keep the board informed of problems, needs and goals.	Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.	Communications are clear and persuasive. Lays out options and alternatives.	Eloquent and accurate in both oral and written analysis of situations.

COMMENTS: COMES TO MEETINGS PREPARED AND W/ OPTIONS TO CHOOSE FROM.

DELEGATION	**Score =**
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.		Excellent at delegating both responsibility and authority with both routine and challenging tasks.	

COMMENTS: DELEGATES SOME WORK - BUT DOES ALOT OF IT HIMSELF.

PLANNING	**Score =**
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.		Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.	

COMMENTS: - PLANS AHEAD WELL for budget ITEMS - CONTRACT WORK - USES ALL RESOURCES NEEDED TO Accomplish TASK AT HAND.

PRIORITIZING	**Score =**
The ability to rank work projects in appropriate order and to schedule time optimally.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.		Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.	

COMMENTS: KEEPS US AHEAD OF SCHEDULE WHENEVER possible -

EMPLOYEE RELATIONS						Score =
The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.						
1 1.5	2	2.5 3	3.5 4	4.5 (5)		
Frequently ineffective in dealing with employees. Ignores problems.	Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.	Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.	Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.		
COMMENTS: WORKS WELL WITH PERSONEL, TREATS EVERYONE WITH RESPECT - CAN'T BE FRIENDS WITH ALL AND BE A good Administrator.						

INITIATIVE						Score =
Developing/originating new ideas or methods without being urged.						
1 1.5	2	2.5 3	3.5 4	4.5 (5)		
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.	Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.	Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.	Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.		
COMMENTS: THINKS FORWARD - ON BUDGET & RETIREMENT ISSUES.						

INTERACTION	Score =
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS: RELATES WELL WITH PERSONEL + PUBLIC EVEN IF HE DISAGREE WITH THEM

COORDINATION WITH OTHER UNITS	Score =
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	5
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.			Actively seeks to share information with other county departments and elicits their participation.

COMMENTS: TALKS W/ OTHER DEPARTMENTS AS OFTEN AS HE CAN, AND SHARES IDEAS.

TOTAL PERFORMANCE RATING: 4.7

Add individual scores, divide by 12

RATER'S OVERALL PERFORMANCE COMMENTS

BARRY COUNTY IS LUCKY TO HAVE
NEED TO DO WHAT WE CAN TO KEEP HIM

Signature K J Smelker **Date** 10/30/16

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: **FROM:** **TO:**	**DATE OF REVIEW:** 11/1/16	**REVIEWING OFFICIAL:** Gibson

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score = 5

1	1.5	2	2.5	3	3.5	4	4.5	(5)
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.		Very precise and accurate in providing direction. Promotes networking among staff.	

COMMENTS:

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score = 5

1	1.5	2	2.5	3	3.5	4	4.5	(5)
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs, Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.		Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.	

COMMENTS:

MOTIVATION

The ability to positively inspire work efforts.

Score = 5

1 1.5	2	2.5 3	3.5 4	4.5 5
Personally lacks enthusiasm. Negative work attitude affects others.	Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.	Generates above average enthusiasm among others.	Serves as an outstanding work example. Inspires others to excel.

COMMENTS:

PROFESSIONAL DEVELOPMENT

The ability to promote & facilitate professional growth for self & employees within allowed budget.

Score = 5

1 1.5	2	2.5 3	3.5 4	4.5 5
Does not promote the professional development of self & staff.	Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.	Highly influential in promoting professional development of self & staff.	Exceptional record of promoting and facilitating development of self & staff.

COMMENTS:

COMMUNICATION

Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.

Score = 5

1 1.5	2	2.5 3	3.5 4	4.5 5
Frequently fails to keep the board informed of problems, needs and goals.	Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.	Communications are clear and persuasive. Lays out options and alternatives.	Eloquent and accurate in both oral and written analysis of situations.

COMMENTS:

DELEGATION							**Score =**
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.							5
1	1.5	2	2.5	3	3.5	4	4.5 (5)
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.		Excellent at delegating both responsibility and authority with both routine and challenging tasks.
COMMENTS:							

PLANNING							**Score =**
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.							5
1	1.5	2	2.5	3	3.5	4	4.5 (5)
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.		Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.
COMMENTS:							

PRIORITIZING							**Score =**
The ability to rank work projects in appropriate order and to schedule time optimally.							5
1	1.5	2	2.5	3	3.5	4	4.5 (5)
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.		Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.
COMMENTS:							

EMPLOYEE RELATIONS						Score =
The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.						5
1 1.5	2	2.5 3	3.5 4		4.5	(5)
Frequently ineffective in dealing with employees. Ignores problems.	Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.	Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.		Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.	
COMMENTS:						

INITIATIVE						Score =
Developing/originating new ideas or methods without being urged.						5
1 1.5	2	2.5 3	3.5 4		4.5	(5)
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.	Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.	Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.		Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.	
COMMENTS: Good Job Keep up The good work						

INTERACTION	Score =
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	(5)
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS:

COORDINATION WITH OTHER UNITS	Score =
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	(5)
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.		Actively seeks to share information with other county departments and elicits their participation.	

COMMENTS:

TOTAL PERFORMANCE RATING: 5

Add individual scores, divide by 12

RATER'S OVERALL PERFORMANCE COMMENTS

Signature Howard Gibson **Date** 11/1/16

BARRY COUNTY MICHIGAN
COUNTY ADMINISTRATOR PERFORMANCE APPRAISAL

NAME (LAST, FIRST, M.I.): Michael Brown		
DEPARTMENT: County Administration	**POSITION TITLE:** County Administrator	
EVALUATION PERIOD: FROM: 1/16 TO: 11/16	**DATE OF REVIEW:** 11/1/16	**REVIEWING OFFICIAL:** Stolsonburg

PERFORMANCE RATINGS: Circle the number which appears above or between the level(s) of performance which most closely match(es) the performance demonstrated by the employee during the appraisal period.

LEADERSHIP

Establishes direction and motivates staff toward common goals.

Score = 4.5

1	1.5	2	2.5	3	3.5	4	(4.5)	5
Directions are often confused and contradictory.		Sometimes fails to obtain cooperation because objectives are not clear.	Generally provides clear directions and gets things done through others.		Above average ability to promote cooperation and understanding of objectives.		Very precise and accurate in providing direction. Promotes networking among staff.	

COMMENTS: Michael leads by example through his actions more than verbally directing subordinates.

FINANCIAL MANAGEMENT

The ability to prepare and control budgets and expenditures.

Score = 5

1	1.5	2	2.5	3	3.5	4	4.5	(5)
Constantly fails to budget accurately. Frequently has cost overruns or shortfalls. Pays little/no attention to cost issue.		Occasionally fails to budget adequately for routine needs, Sometimes insensitive to cost issues.	Accurately prepares, monitors and controls budget expenditures. Active in initiating cost savings.		Very cost conscious. Very good at budgeting and strives to cut and control costs.			Outstanding at budget management. Takes a leadership role in identifying ways to cut and control costs.

COMMENTS:

Year after year, this is Michael's strongest quality. Michael is the number one reason Barry County is in the excellent financial position its in.

MOTIVATION

The ability to positively inspire work efforts.

Score = 4.5

1	1.5	2	2.5	3	3.5	4	4.5	5
Personally lacks enthusiasm. Negative work attitude affects others.		Does not consistently encourage others to excel.	Recognizes, rewards and encourages good, solid performance.		Generates above average enthusiasm among others.		Serves as an outstanding work example. Inspires others to excel.	

COMMENTS:

ONCE AGAIN, MICHAEL LEADS BY EXAMPLE IN THIS AREA.

PROFESSIONAL DEVELOPMENT

The ability to promote & facilitate professional growth for self & employees within allowed budget.

Score = 4.5

1	1.5	2	2.5	3	3.5	4	4.5	5
Does not promote the professional development of self & staff.		Occasionally fails to promote professional development of self & staff.	Provides and promotes professional development of self & staff.		Highly influential in promoting professional development of self & staff.		Exceptional record of promoting and facilitating development of self & staff.	

COMMENTS:

GOOD JOB WITH PERSONAL DEVELOPMENT. I WOULD LIKE TO SEE MICHAEL ENCOURAGE HIS EMPLOYEES TO TAKE ADVANTAGE OF MORE EDUCATION & DEVELOPMENT.

COMMUNICATION

Organizes and expresses ideas and information clearly using appropriate and efficient methods of conveying the information.

Score = 5

1	1.5	2	2.5	3	3.5	4	4.5	5
Frequently fails to keep the board informed of problems, needs and goals.		Occasionally fails to communicate necessary information. Not always clear.	Provides for a good exchange of information in a clear and concise manner.		Communications are clear and persuasive. Lays out options and alternatives.		Eloquent and accurate in both oral and written analysis of situations.	

COMMENTS:

MICHAEL IS AN EXCELLENT COMMUNICATOR.

DELEGATION	**Score =** 4
The ability to correctly identify appropriate work tasks to be handled by subordinates or other county agencies.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unable to identify appropriate work tasks for subordinates.		Occasionally assigns wrong tasks or fails to follow up with subordinates.	Normally assigns appropriate work to subordinates.		Consistently assigns appropriate work to subordinates.		Excellent at delegating both responsibility and authority with both routine and challenging tasks.	

COMMENTS: Michael is hesitant to assign tasks to subordinates. I would like to see him improve in this area.

PLANNING	**Score =** 4.5
Developing appropriate goals and activities and identifying/aggregating resources needed to accomplish them.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Rarely plans ahead, practices "crisis management".		Occasionally fails to plan adequately for project or county needs.	Planning efforts are reasonable and sufficient to meet project or county needs.		Planning efforts are thorough and concise, often allowing unusual insight into future needs.		Planning efforts are innovative, insightful, and creative. Provides for the effective use of resources.	

COMMENTS: Michael does a great job of planning for himself and the board.

PRIORITIZING	**Score =** 4.5
The ability to rank work projects in appropriate order and to schedule time optimally.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Work effort is disorganized. Important projects often done after "busy work". Deadlines often not met.		Sometimes fails to schedule projects and work time. Occasionally fails to meet deadlines.	Priorities are correctly set and work planned to meet important deadlines.		Scheduling and planning are exceptionally well thought out.		Anticipates future problems. Prioritizes work. Is typically ahead of schedule and looks for new projects.	

COMMENTS: Michael does a very good job of this.

EMPLOYEE RELATIONS	Score =
The ability to effectively deal with the human relations aspect of management in order to maintain harmonious and productive work relationships.	4

1 1.5	2	2.5 3	3.5 (4)	4.5 5
Frequently ineffective in dealing with employees. Ignores problems.	Occasionally fails to deal effectively with workers. Sometimes ignores problems. Interpersonal relations need improvement.	Normally effective in dealing with employees. Good problem resolution and interpersonal skills.	Highly effective in dealing with staff. Very good at dealing with problems. Very good people skills.	Excellent skills in dealing with staff. Anticipates and avoids people problems. A role model for people management skills.

COMMENTS: Michael is very good at working with people. However, human resources, in general, are not a strength of Michael. I would like to see regular review of department heads.

INITIATIVE	Score = 4.5
Developing/originating new ideas or methods without being urged.	

1 1.5	2	2.5 3	3.5 4	(4.5) 5
Does not generate new ideas or methods to improve operations. Needs constant urging. Does not encourage innovation from staff.	Occasionally identifies new methods, but requires regular encouragement. Rarely encourages innovation from staff.	Generally takes the first step toward making change with little urging needed. Encourages innovation from staff.	Frequently comes up with new approaches, usually independently. Very good at encouraging innovation from staff.	Constantly originates new work ideas and methods independently. Excellent at encouraging innovation from staff.

COMMENTS: Michael is very innovative, continuously coming up with new ideas for the board to consider.

INTERACTION	Score = 5
Demonstrates the ability to communicate and relate with others.	

1	1.5	2	2.5	3	3.5	4	4.5	5
Unsatisfactory. Has frequent problems in dealing with the staff, the public and elected officials.		Occasionally discourteous Sometimes tactless.		Good skills in dealing with staff, public and and elected officials. Usually courteous and effective.		Communication skills are well developed; makes extra effort to help.		Extremely courteous; very effective; is an exemplary role model.

COMMENTS:
Michael is An Excellent Communicator.

COORDINATION WITH OTHER UNITS	Score = 5
Seeks out opportunities for sharing knowledge and resources among county departments	

1	1.5	2	2.5	3	3.5	4	4.5	5
Very little cooperation with other agencies and departments.		Sometimes provides support, but only when requested.	Is willing to provide basic support to other agencies and functional units.		Provides outstanding support to other divisions through sharing of information.		Actively seeks to share information with other county departments and elicits their participation.	

COMMENTS: Michael is always willing to share ideas with other departments. Michael has an open door policy and communicates well with everyone.

TOTAL PERFORMANCE RATING: 4.58

Add individual scores, divide by 12

RATER'S OVERALL PERFORMANCE COMMENTS

Michael is a superior county administrator. the Board needs to keep him as long as possible.

Signature [illegible] Date 11/29/16

~~Amended 12-9-14~~

Barry County Board of Commissioners
Barry County Administrator
Employment Contract

This contract entered into this ~~23rd~~ 27th day of December, ~~2013~~ 2016 by and between the BARRY COUNTY BOARD OF COMMISSIONERS, hereinafter referred to as the "BOARD" and MICHAEL C. BROWN, hereinafter referred to as the "COUNTY ADMINISTRATOR."

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, it is agreed as follows:

DUTIES

The Administrator shall perform such duties and tasks as assigned by the Board, which shall include, but shall not be limited to those duties as outlined in the job description attached hereto; specifically, the duties of:

A. Administrator for the County of Barry;

B. Chief Fiscal Officer and financial advisor;

C. Personnel liaison to the Board in such things as with the contract negotiating team;

D. Computer Manager for the County;

E. Risk Manager for the County;

F. Building Authority Administrator.

CONTRACT TERM

This contract shall be for a period of three 3 years, January 1, ~~2014~~ 2017 through December 31, ~~2016~~ 2019, unless earlier termination occurs at the election of either party. This contract may be extended by agreement by both parties.

CONSIDERATION

For and in consideration of the above services, the County Administrator shall receive ~~$101,321.58~~ *[$102,315.20 is the current annual salary for 2016]* $_____ annually in ~~2014~~ 2017 with any further increases or decreases in salary in 2017, ~~2015~~ 2018 or ~~2016~~ 2019 based on increases or decreases afforded to other county managers. Payment to the County Administrator shall be payable in appropriate increments at such time as other County employees are paid. ~~Additionally,, in 2014, the County Administrator shall receive a lump sum bonus payment of $1,200.00~~

In consideration to said compensation, the County Administrator shall be entitled to the following benefits:

1. The County's retirement plan as provided the Department Heads in the County Personnel policies (currently MERS B-4, F55/20). However, at such time as the personnel polices may be amended the Administrator shall have the option to elect the change in retirement;

2. The County medical insurance plan, consistent with coverage provided to Department Heads. In lieu of health insurance coverage, the administrator may elect to receive a cash payment each two week period consistent with the county's program;

3. Group life insurance in the amount of $100,000 fully paid by the County;

4. Nine (9) days of sick leave granted annually in accordance with the County's personnel policies;

5. Coverage under the County's disability plan with payment of Sixty-seven percent (67%) of gross weekly wages;

6. Three (3) personal business days per year with no carry over of unused time;

7. Four (4) weeks (160 hours) per year of vacation with accumulation and carry over from year to year allowed up to two (2) weeks (80 hours);

8. ~~Four hundred fifty ($450)~~ Five Hundred ($500) dollars for dental/optical expenses per year with any unused balance carried forward to the next calendar year, with no payoff of the unused balance upon termination; ~~effective January 1, 2015 the amount will increase from Four Hundred fifty ($450) dollars to Five Hundred ($500) dollars;~~

9. Holidays as specified in the County Personnel policies;

10. Vacation time and/or sick time may be used to supplement disability pay to total net salary.

PERFORMANCE EVALUATION

The job performance of the Administrator shall be evaluated formally by the Board of Commissioners on or about November of each year.

TERMINATION

Notwithstanding any other provisions herein to the contrary, the County reserves the right to terminate this contract at any time, with or without cause upon thirty (30) days written notice and agrees to pay the Administrator a severance payment equal to six (6) months salary, as well as continue regular employee benefits during such period. The Board of Commissioners may effectuate termination by a two-thirds vote of the maximum number of Commissioners authorized when the action is taken. Termination of the contract by the Administrator shall require thirty (30) days written notice to the Board of Commissioners in which case the Administrator shall not be eligible for severance pay.

ENTIRE AGREEMENT

This agreement shall constitute the entire agreement between the parties and shall be binding upon the heirs and assigns of said parties if in each and every case herein they were named and expressed.

_____
Witness

By: _____
~~Joyce Snow~~ Craig Stolsonburg, Chair
Barry County Board of Commissioners

Date: _____

_____
Witness

By: _____
Michael C. Brown
Barry County Administrator

Date: _____

BARRY COUNTY

COUNTY ADMINISTRATOR

General Summary

Under the general direction of the Board of Commissioners, carries out directives and implements policies of the Board related to research and policy development, personnel and employee relations, budget and financial management, purchasing, data processing, grant funding, and other areas as directed. Directs a staff engaged in the administration of the information systems and financial systems and providing administrative support to the Board and departments. Supervises Custodial and Maintenance, Planning, Emergency Management, Equalization, Information Systems, and serves as liaison between department managers and the Board of Commissioners.

Essential Functions

1. Supervises staff responsible for information systems, financial administration, and other administrative functions as well as appointed department managers. Responsible for hiring, reviewing and evaluating performance and dealing with employee relations issues.

2. Provides assistance to the Board and committees of the Board to facilitate action on matters requiring their attention such as contract review, minutes and resolutions, contract negotiation, freedom of information requests, and liaison with independent boards and agencies.

3. Maintains contact with corporation counsel and seeks legal advice and opinions for the Board. Coordinates independent auditing services and other contractual and professional services.

4. Confers with department managers and seeks to resolve operating problems within current practices and policies. Revises and develops policy dealing with new or changing circumstances for consideration of the Board. Advises departments of relevant Board and committee actions.

5. Coordinates the preparation of the annual County budget, includes designing and coordinating the budget process, monitoring and collecting financial information, working with the Board on prioritizing capital items, working with the departments on the preparation of expenditure estimates, making recommendations on funding levels for departmental budgetary requests, and preparing the final approved budget.

6. Serves as financial advisor to the Board of Commissioners, reporting on financial matters, analyzing current funding, projecting costs and forecasting available funds.

7. Responsible for the delivery of data processing services to all county departments, including the development, modification, and implementation of systems, and the

purchase and maintenance of PC based and mainframe applications and contractual services.

8. Oversees the management and maintenance of all County facilities.

9. Prepares the revenue budget projections by working with department heads on their revenue items, projecting the property tax revenues and determining whether tax limitations will apply, and collecting data on other forms of potential revenues.

10. Coordinates the personnel and employee relations program of the County, includes interpreting the personnel policies and labor agreements for department heads and staff, assisting department managers in responding to grievances, and administering the wage and salary program. Serves as liaison to the labor counsel.

11. Responsible for the administration of labor agreements within the County. Serves as an advisor to the departments on employee relations matters, interprets the agreements, represents the County in the grievance procedures and at administrative hearings regarding grievances and related matters.

12. Serves as the County's chief spokesperson at contract negotiations. Collects input on bargaining issues and coordinates the management bargaining team.

13. Oversees the administration of the County's employee benefit program. Recommends changes to the benefit program, negotiates changes as necessary, and oversees the administration of the benefit program.

14. Recommends changes to the County's personnel policies and coordinates the development of new county-wide policies.

15. Drafts policies for the Board on areas such as purchasing, budget, personnel, rules of procedure, building and grounds and monitors and interprets approved policies.

16. Serves as risk manager for the County, includes interacting with third party carriers and administrators for health, workers compensation and liability insurances. Reviews claims and works with counsel and Board regarding settlement options.

17. Researches availability and conditions of grant funding. Advises Board and departments of available funds and assists in the preparation of grant applications.

18. Serves as ADA Coordinator.

Other Functions

19. None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

BARRY COUNTY

Employment Qualifications

Education: Bachelor's degree in Business or Public Administration. Prefer a Master's in Business or Public Administration.

Experience: Five years of administrative/supervisory experience in local government with responsibility for budgeting, personnel, purchasing, and other administrative areas.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.
Ability to enter and retrieve information from computers.
Ability to access all locations of County government.

Working Conditions:

Works in office conditions.