



# Port of Brownsville

Minutes of Study Session

9 February 2011

## CALL TO ORDER

Commissioner Allen Miller called the study session to order at 6:05 PM. In attendance were Commissioner Jack Bailey, Commissioner Bob Kalmbach, Port Manager Jerry Rowland, and Assistant Port Manager Gregg Faulkner.

## APPROVAL OF AGENDA

Motion made to approve agenda as written. Motion seconded and approved unanimously.

## PORT MANAGER ANNUAL EVALUATION CRITERIA

Jack Bailey gave a brief discussion on the seminar he and Allen Miller attended. An annual evaluation was a subject that was noted as something that was needed and wanted by Port Managers. There needs to be a tool of communication between the Port Manager and the Port Commissioners. Jack Bailey said he requested the Port Manager, Jerry Rowland, to write an evaluation format. The Port Manager did that and the Commissioners have had it for study since the last regular meeting on January 12, 2011.

Jack Bailey reviewed the evaluation form and discussed the need for an area for self-evaluation and employer evaluation. He noted that there were no evaluation criteria such as a numbering system. Bob Kalmbach asked how the Port Manager would be evaluated. Jerry Rowland stated it would be a Satisfactory or Unsatisfactory rating in each objective. He added that the evaluation was not a task oriented evaluation but rather it was objective based. Bob Kalmbach said he thought a goal should be set for the year and asked if that would be possible. Jerry Rowland asked what would happen if he did not make that goal and it was because of circumstances beyond his control. Bob Kalmbach stated as long as the reasons for not achieving the goal were stated in the evaluation, then the goal would not be considered as not achieved because of the Port Managers performance.

Jack Bailey said the evaluation should be signed by all of the Commissioners. He added that this was the Port Managers opportunity to share with the commissioners what he thinks of their performance and what the commissioners can do to help him.

Jerry Rowland said in each objective he could state a goal in that area such as marina expansion/rebuild and give specific goals for each year. Bob Kalmbach stated he would like to see that change made and those objectives in the evaluation. Jack Bailey added specific goals should be separate. Jerry Rowland said it could be an attachment to the evaluation.

Bob Kalmbach added that the Commissioners should have a Master Plan for future goals and objectives of the marina and Port area. It should be between the commissioners and the Port Manager. He added that it should include a timeline and funding plan. Jerry Rowland said the Comprehensive Scheme does this but at a broad view and it is a five year plan, not per year. This plan is done by committee and not by just the commissioners and Port Manager. Jack Bailey agreed there should be a master plan developed by just the Port Commissioners and Port Manager.

Bob Kalmbach noted that based on the discussion tonight the Port Manager evaluation is at least 3 months away. Jack Bailey said the first one would be the hardest just to set up the format and process.

**CLOSE MEETING / ADJOURN**

Motion made to adjourn study session. Motion seconded and passed unanimously.

Meeting adjourned 6:38 PM.

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President/Commissioner

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Secretary/Commissioner

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Commissioner

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Recording Secretary