

# MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD  
MONDAY, MARCH 3, 2014, 5:30 P.M.  
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

Those present were: Mr. Rick Fraser, Mr. Matt Coleman, Mr. Bob Henry, Mr. Ted West, Ms. Shelly Arzola, Human Resources Director and Ms. Jayne Timmons, Recording Secretary.

Absent from Meeting: Mr. Clark Rohmer.

The meeting was called to order at 5:35 P.M by Mr. Fraser.

A motion was made by Mr. Coleman and seconded by Mr. West to approve the minutes of the meeting held October 8, 2013 as presented. All were in favor. Carried.

Ms. Arzola presented information to the Board regarding the new Performance Management Process so that the Board could make an informed recommendation to the City Commission for their approval. She told the Board that as an organization, the City recognized that it is important to measure not only results, but also how results are achieved. The City is committed to a superior performance culture, but that does not imply results at any price. By focusing on specific competencies, we are able to not only measure performance based on results, but also on an individual's skills, knowledge, abilities and behavior. This is the how.

She went on to explain that employees will be evaluated each year against the values of the organization. In order to facilitate the process, the values have been translated into two sets of competencies relevant to employees in the Individual Contributor/Supervisor and the Director/Manager level positions. Each competency is defined and further defined by key actions that provide examples of observable behavior consistent with the organization's values.

Ms. Arzola stated that it is the responsibility of both employee and manager to work collaboratively to understand how each competency applies to the individual's job. The employee is responsible for ensuring that their behavior while performing on the job is consistent with the culture and the core values. Ms. Arzola went on to request that the Board recommend the approval of this new process to the City Commission.

A motion was made by Mr. Coleman and seconded by Mr. Henry to approve the new Performance Management Process for the City of Ormond Beach as presented and to recommend approval to the City Commission for this new evaluation process. All were in favor. Carried.

A motion was made by Mr. West and seconded by Mr. Coleman that the meeting be adjourned. All were in favor. Carried.

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Rick Fraser, Chairman

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Shelly Arzola, Human Resources Director

Adjourned: 6:01 P.M.