
From: Houck, Linda McClosky
Sent: Thursday, April 27, 2017 4:32 PM
To: Luzerne County Council Members
Subject: Clerk of Council annual evaluation
Attachments: LUZERNE COUNTY CLERK OF COUNTY COUNCIL EVALUATION 2017.docx

Fellow Council Members:

Attached please find the evaluation form developed by Council for the annual evaluation of the Clerk of Council. Although the Clerk works under the direction of the Chair of Council, every Council member interacts with the Clerk to some extent; please complete this evaluation based on your personal experience with our Clerk of Council and return it to me by May 5, 2017 via email or in a sealed envelope in my inbox at the office.

After May 3, I will compile the evaluations and share the results with all Council prior to our review of them with Ms. Lawrence.

This form will yield a numeric score based on 100 points, but you may also wish to include a personal statement to accompany it. If you do, please know that I will include all statements and comments received in a document accompanying the tabulation spreadsheet. Please respect the confidential nature of the personnel review and evaluation process.

N. B.: Please note that our County Manager is approaching the first anniversary of his hiring (effective date May 16, 2016). Although he served as Acting Manager from January 2016 until his hiring in May, we will use his May hiring date for purposes of an annual evaluation. Following our first meeting in May, I will send out the evaluation tool developed by Council for the Manager's annual evaluation.

Thank you for your cooperation in the employee evaluation process.

Linda Houck