

Lafayette Airport Commission Internal Affairs Committee Meeting August 24, 2017

Internal Affairs Committee:

Chairman:	John Hebert
Vice Chairman:	Paul Segura
Member:	Bryan Tabor
Member:	Matt Cruse (Alternate)
Ex-Officio Member:	Valerie C. Garrett

Absent:

Matt Cruse (Alternate Member)

Valerie C. Garrett (Ex-Officio Member)

Also Present:

Steven Picou – Executive Director

Catina Theriot – Secretary

Paul A. Guilbeau – Commissioner

Robert Callahan – Sides and Associates

Quan Charles – United Airlines

This meeting was recorded and is on file and available for review in the Lafayette Airport Commission office.

At 4:12 p.m., with four (4) Commissioners in attendance Commissioner Hebert called the Lafayette Airport Commission Internal Affairs' Committee to order. The Pledge of Allegiance was recited by all.

Chairman's Comments: None

Public Comments: None

Scheduled Business – Discussion Items

Item 1: Review of Evaluation Revisions & Protocol for Executive Director

Item 2: Policy and Procedures for Implementation of Performance Appraisal

[Discussion]

Chairman Hebert stated at the last Internal Affairs meeting the committee voted to recommend the revised evaluation form to the full Commission at the next Regular scheduled meeting. Chairman Hebert stated the committee needed to further define the performance evaluation procedures. Chairman Hebert stated it was determined there are no policy or procedure guidelines in the By Laws for the Commission, which means some procedures will need to be created. Commissioner Segura read off a step by step procedure he authored to complete and score evaluations. These steps were discussed in length. Chairman Hebert modified the potential step by step procedure presented by Commissioner Segura to include

steps before the completed evaluation and the follow through process. There was a discussion on the time frame of days to have the evaluation completed and then reviewed and also who would convene in a meeting setting to review the results with the Executive Director. Executive Director Picou stated he agrees with having the Chairperson present for all meetings about his evaluation since that is his direct supervisor per the terms of his letter of employment. The Chairperson would be included in the Internal Affairs committee meeting to present the evaluation results to the Executive Director.

Chairman Hebert came up with a way of breaking down the tabulation/scoring of the evaluation based on the instructions on the evaluation provided by Chairperson Garrett of the Commission. This includes averaging the questions that may have a(n) answer that would be a zero (0) or not applicable answer into the average of the scored questions answered by the rest of the members of the commission. Chairman Hebert will provide this breakdown to each Commissioner along with the steps following the Internal Affairs meeting and prior to the next regular scheduled Commission meeting. Executive Director Picou stated it needs to be understood and explained to the Commission that any discussions about the evaluation and personnel need to be discussed in executive session during an open meeting. Commissioner Guilbeau stated on the agenda of the month the evaluation will be discussed have the item labeled as executive session. Commissioner Segura came up with the six (6) steps for the evaluation review, presentation, and salary review that has been discussed.

1. **Distribution of Evaluations to Commissioners** - Chairman of the Internal Affairs Committee shall deliver an Executive Director Evaluation Form to each Commissioner forty (45) days prior to the Executive Director's Hiring Anniversary Date.
2. **Completion of Evaluations** - Commissioner(s) shall complete Evaluation Forms within seven (7) days of delivery and return completed evaluations to the Chairman of the Internal Affairs Committee for tabulation/scoring.
3. **Tabulation/Scoring of the Executive Director Evaluations** - Chairman of the Internal Affairs Committee tabulates/scores the all of Commissioners' Executive Director Evaluations within three (3) days of receipt and calculates an overall score of the combined Evaluations. All of the Commissioner's completed Evaluations shall be tabulated/scored in the following way:
4. **Presentation of Evaluations and Tabulation/Scoring** - The Commission Chairman and Chairman of the Internal Affairs Committee, or their designees of the Commission chosen by each Chairman, will meet with the Executive Director to review and discuss the evaluations and present the tabulation/scoring within seven (7) days of receiving all completed evaluations. At this time the Commission Chairman and Chairman of the Internal Affairs Committee will discuss Evaluation items and areas of satisfaction and deficiency of the Executive Director's job performance as scored by the Evaluations. The Executive Director will be provided a copy of each Evaluation and the tabulation/scoring of all Evaluations.
5. **Executive Director's Request to Address Job Performance Deficiencies** - Within seven (7) days of the meeting with the Commission Chairman and Chairman of the Internal Affairs Committee (or their designees), the Executive Director may request a meeting with any of the Commissioners and either the Commission Chairman, the Chairman of Internal Affairs Committee or both to discuss any items of deficiency of the Executive Director's job performance tabulation/scoring of the Evaluation. No more than three (3) Commissioners shall attend the meeting.

6. **Salary Increase Determination** – The Director’s Evaluations and tabulation/scoring of each and the scoring of the combined Evaluations shall be presented to the Internal Affairs Committee after the *Presentation of Evaluations and Tabulation/Scoring* and after the *Executive Director’s Request to Address Job Performance Deficiencies* and the Committee shall determine an increase or no increase of the Executive Director’s salary to be recommended to the full Commission for approval.

MOTION: Commissioner Segura made a motion to present these steps to the Chairman of Internal Affairs committee to have him formally write up these six (6) steps and make any corrections or additions that may be needed for this general concept. Then have him present them to the full commission at the next full meeting for approval. Commissioner Tabor seconded the motion and the votes was as follows:

AYES: Segura, Tabor

NAYS: None

ABSENT: None

MOTION CARRIES

Other Business- Commissioner Guilbeau stated 2018 and future years have been developed for the evaluation procedures but what will be done for 2017. Chairman Hebert stated 2017 will be handled the same way as just voted upon but without the forty-five (45) day notice. Commissioner Segura stated this is the process in which it will be handled every year but the commission just happens to be late on 2017. Commissioner Segura also stated once the full commission approves the procedure they need to agree to process 2017 evaluation as soon as possible and have salary increase retroactive to February 2017.

MOTION: Adjourn

Commissioner Segura moved to adjourn the Internal Affairs Meeting of August 24, 2017. Commissioner Tabor seconded the motion.

The meeting Adjourned at 5:15 p.m.