

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

AGENDA

Committee: Economic Development
Date: Thursday, November 18, 2021
Time: 10:30 After Finance Committee
Location: 3rd Floor County Board Room
Buffalo County Courthouse
407 S. 2nd Street
Alma, Wisconsin 54610

Remote Access: Same as Finance Meeting

The meeting is open to the public. The following matters may be considered and acted upon at the meeting, but deviation from the order shown may occur:

1. Call to Order
2. Public comment regarding any matters that will be taken up by the Committee at this meeting.
3. Review/Discussion/Action ~ Minutes of Previous Meeting
4. Review/Discussion ~ Financial Update
5. Update ~ Provider updates on broadband expansion projects
6. Review/Discussion/Action ~ Resolution to Modify Broadband Funding Sources
7. Consideration/Action The Committee May Go Into Closed Session – Employee Evaluation - The committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85 (1) (f), for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.
8. Consideration/Action ~ the Committee May Return to Open Session - The committee may return to open session.
9. Review/Discussion/Action ~ Tourism and Marketing Project
 - a. Update
 - b. Brochure/Marketing
10. Review/Discussion ~ Mangers Report
11. Review/Discussion ~ Committee Chair Report
12. Review/Discussion/Action ~ Next Meeting Date and Time
13. Public Comment Not Related to Agenda Items
14. Adjournment

Date: November 12, 2021

Chair Max Weiss

By: _____
Stephen S. Schiffli, Manager, Economic Devel.

Board Members: If unable to attend, please contact the Chair. If the Chair is unavailable, please contact the County Clerk's Office at 608-685-6209. If the Chair and the County Clerk are not available, please call the Administrative Coordinator at 608-685-6234.

Persons with Disabilities: Buffalo County shall attempt to provide reasonable accommodations to the public for access to its public meetings, provided reasonable notice of special need is given. If you require special accommodations to attend this meeting, please contact the County Clerk's Office at 608-685-6209.

Public Access to the Courthouse: The South Entrance will be the only access to the building after 4:30 p.m.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended, and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

BUFFALO COUNTY MINUTES

Committee of the Board: Economic Development Committee

Date of the Meeting: Thursday September 23, 2021

Chair Mr. Max Weiss called the meeting to order at 10:34 a.m. at the Buffalo County Courthouse, County Board Room in Alma, Wisconsin.

Board Members Present: Mr. Max Weiss, Mr. David Danzinger, Mr. Brad Schmidtkecht, Mr. Thomas Taylor and Ms. LeeAnne Bulman.

Others Present for All or Parts of the Meeting: Mr. Steve Schiffli and Ms. Sonya Hansen

Public Comments regarding Agenda Items: There were no public comments.

Review/Discussion/Action – Minutes of the Previous Meeting: A motion was made by Mr. Taylor to approve the minutes of July 15, 2021, seconded by Mr. Schmidtkecht. Motion carried.

Review/Discussion/Action ~ (Update) Great River State Trail – Winona Connector (PH-II)

Mr. Schiffli updated the committee on the status of the contract with SEH. The proposal was accepted, and contract signed. A brief discussion was held on the issue of the rail crossing associated with PH-II.

The status of the LAWCON Grant was discussed. Mr. Schiffli indicated that the administration office and the DNR will meet by TEAMS on Tuesday to work through the invoices. The maximum reimbursement for this grant is 400K.

The committee also reviewed the maintenance agreement, and a discussion was held. The committee indicated that section 6. DEFICIENCIES required modification. The committee want language added covering billing. If the Friends of The Flyway Trail (FFT) failed to complete a minor maintenance in a timely fashion. A motion was made to accept the maintenance agreement by Mr. Schmidtkecht and seconded by Mr. Danzinger with the addition of the language covering the FFT will be billed at the county highway rate for any maintenance performed by Buffalo County.

Review/Discussion/Action ~ Ducks Unlimited- Briefed the committee on the Ducks Unlimited Project in the Town of Buffalo along County Road P. Mr. Schiffli briefed the committee on his issues with this being in the Economic Development purview. ED does not own the land (Highway ROW) nor does it provide wetland permitting. A discussion was held. A motion was made by Tom Taylor and seconded by Brad Schmidtkecht to forward to the Highway Committee with recommendations for action. Carried.

Review/Discussion ~ Basic Economic Development Course- Mr. Schiffli briefed the committee on the training he received last week. He also talked to the committee about a course offered by the Wisconsin Economic Development Association for Economic Development Committees. He requested a budget adjustment of \$1,000.00 for the course in the second quarter 2022.

Review/Discussion ~ Managers Report- Mr. Schiffli presented a written report. He emphasized the Mainstreet Bounce back grants his is pursuing with local business owners and municipalities.

Review/Discussion ~ Chairperson Report – Mr. Weiss discussed a correspondence from Bug Tussle.

Review/Discussion/Action ~ Next Meeting will be Thursday November 18, at 10:30 am.
Finance will recess if still in session.

Motion by Tom Taylor and seconded by Brad Schmidtknecht to adjourn.

Respectfully submitted,

Stephen S. Schiffli, Economic Development Manager



Buffalo County Resolution

Drafted By: Schiffli
Month/Year: November 2021
Committee: Economic Development/Finance

Department: Econ Dev.
Fiscal Impact: Yes/No

Resolution # _____

A Resolution to Modify Broadband Funding Sources

WHEREAS, Buffalo County adopted Ordinance No. 17-09-01 and Resolution No. 17-12-06 to encourage the development of broadband access in Buffalo County; and,

WHEREAS, the County Board of Supervisors allocated a total of \$200,000.00 of CAPX2020 dollars (#21-01-05) and \$100,000.00 of American Rescue Plan Act (ARPA) funds (#21-06-04) for broadband expansion in 2021; and

WHEREAS, Buffalo County has been awarded funding from ARPA in the amount of \$2,531,119.00, which Broadband expansion and infrastructure is an authorized use of this funding; and

WHEREAS, it is in the best interest of Buffalo County to retain the remaining CAPX2020 dollars for future projects, more in line with the intent of CAPX2020 funding; and

Now, Therefore Be It Resolved, that the Buffalo County Board of Supervisors amend the funding source of Resolution #21-01-05 to include ARPA dollars while those funds are available, retaining CAPX funding for future Buffalo County projects; and

Be it Further Resolved, that the Buffalo County Board of Supervisors authorize for 2022, a minimum of \$200,000.00 additional ARPA dollars for future Broadband expansion projects.

Adopted at a duly called and noticed meeting of the Buffalo County Board of Supervisors on this _____ day of _____, 2021.

ATTEST:

Buffalo County Clerk

Buffalo County Chairperson



Buffalo County Resolution

Economic Development Committee:

Max Weiss

LeeAnne Bulman

Brad Schmidtknecht

Thomas Taylor

David Danzinger

Finance Committee:

Dennis Bork

Max Weiss

Brad Schmidtknecht

Don Hillert

David Danzinger

**BUFFALO COUNTY PERFORMANCE REVIEW
DEPARTMENT MANAGER**

EMPLOYEE NAME: Stephen S. Schiffli EMPLOYEE NO.: 618

DEPARTMENT/AGENCY: Economic Development/Grants

POSITION TITLE: Manager

ANNIVERSARY DATE: 12/23

REVIEW DUE DATE: 12/21

TYPE OF REVIEW: PROBATIONARY ANNUAL SEMI-ANNUAL

SPECIAL (please list reason) _____

Directions: Please read each criterion and the corresponding rating descriptions of Exceptional Exceeds Standards, Acceptable, Marginal, Not Acceptable.

Select the rating that best describes how the employee is performing in that criterion for this review period.

Average each area and write the point value that is assigned to the rating in the top point value column.

After completing all criteria, add up the point value column, enter that total and the average score in the space provided and check the appropriate rating line.

Note: Please feel free to use the rating ranges on a continuum, so that if you feel, for example, the employee is more appropriately rated between an average and above average, assign a point value between a 3 and 4.

Should you need extra space for any criterion add an extra page identifying the criterion, ex: Job Knowledge.

1. Committee Chair coordinates review with Administrative Coordinator & Committee.
2. Committee Chair and Administrative Coordinate reviews with the Department Manager, signs the Performance Review form and returns to the Administrative Office.

Job Knowledge: Consider the degree of understanding of the job and related functions, and the quickness with which the employee has developed an understanding of the functional tasks.

Initiative: Consider the degree to which the employee is self-starting and assumes responsibilities when specific directions are lacking. Consider whether the employee utilizes time efficiently. Consider how well the employee follows through on assignments, taking appropriate independent actions when necessary, and the relative amount of supervision required.

Planning and Organization: Consider the employee's ability to prioritize and plan work and activities. Consider how well the employee sets effective goals and objectives.

Interpersonal Skills/Relations: Consider the employees ability to communicate well (orally, electronically, in written form) with peers, supervisors, and the public. Consider how the employee carries self in a public setting; takes pride in personal appearance and hygiene; assumes ownership and responsibility for his/her actions and behaviors.

STRONGER ← → WEAKER				Point Value
4	3	2	1	
<p>Excellent understanding of job & demonstrates complete mastery of phases of job and related functions. Learns & implements new techniques quickly. Well informed. Exceptionally self-reliant. Completely follows through on assignments without being asked. Budgets time for maximum efficiency daily. Exceeds at prioritizing and planning work. Sets challenging, specific, achievable goals and objectives. Displays superior communication and interpersonal skills. Takes the utmost pride in personal care of self; is very professional in attitude, dress and demeanor. Displays courteous mannerisms towards others. Takes responsibility for his/her actions and behaviors. Pays attention to others and provides positive feedback when needed. Has commendable attitude. Behavior and attitude creates a climate of mutual trust, respect, and responsiveness to and from others</p>	<p>Understands job and most related functions. Can answer most questions. Able to learn with little difficulty Follows through on most assignments independently. Gets the work done on schedule. Usually manages time efficiently. Accepts assigned work without complaint. Generally, prioritizes and plans well. Usually able to set realistic, measurable goal. Displays communication skills which meet the minimum requirements of the position. Has reasonable standards of personal care for self and belongings in the work setting. Stays neutral on most subjects and does not cause disruption in the workplace. Has generally good quality attitude.</p>	<p>Lacks knowledge of some phases of job and related functions. Has trouble in grasping new ideas. Has problems completing assignments without supervision. Seldom acts independently. Requires watching and is easily distracted from his/her work. Rarely shows interest or willingness to keep busy. Has problems prioritizing and planning. Has difficulty setting realistic goals. Work is not always well organized. Does not always communicate effectively and may occasionally display inappropriate behaviors towards others. Has difficulty keeping harmony in his/her working environment. Attitude somewhat deficient regarding interpersonal skills needed for this position. Needs Improvement</p>	<p>Poor understanding of job. Fails to respond to new ideas, methods, and procedures. Requires close supervision. Wastes time. Waits to be told what to do. Does not plan work or priorities satisfactorily. Unable to set goals. Work is disorganized. Does not meet the minimum requirements of communication or interpersonal skills for this position. Consistently has trouble getting along with co-workers and has little respect in mannerisms for self and/or working environment. Does not remain objective; Attitude can be extremely poor. Needs Improvement immediately</p>	
<p>Reviewer Comments:</p> <p>Understanding of job and related functions: _____</p> <p>Assumes responsibilities when directions are lacking: _____</p> <p>Department Manager utilization of time: _____</p> <p>Follow through on assignments: _____</p> <p>Ability to prioritize and plan work and activities: _____</p> <p>Ability to set goals and objectives: _____</p> <p>Ability to communicate with employees, peers and public _____</p> <p>Public engagement & ownership for his/her Actions _____</p> <p>Employee Comments:</p>				<p>Point Value</p>

Quantity and Quality of Work: Consider the accuracy, thoroughness and volume of work produced and the consistency of output and speed.

Dependability (Responsibility, Attendance, and Punctuality): Consider the employee's ability to meet deadlines and accept the responsibilities of the job. Consider the employee's attendance and punctuality

STRONGER ← → WEAKER				Point Value
4	3	2	1	
Produces consistently high volumes of work. Extremely productive and fast. Far exceeds department needs. Work is exceptionally high quality. Employee finds own errors and corrects them. Seldom makes errors. Very conscientious. Always assumes responsibility for actions and outcomes. Always punctual and rarely absent. Reasons are acceptable.	Produces satisfactory volume of work to meet departmental needs. Work meets acceptable standards. Makes only occasional errors. Accepts responsibility for actions and outcomes. Attendance and punctuality within acceptable departmental limits.	Volume is generally below what is expected to meet departmental needs. Usually spends more time than is necessary to complete work. Does minimally acceptable work. Accuracy of final product often needs revision or correction. Sometimes unable to meet normal work demands. Occasionally unwilling to accept responsibility for actions and outcomes. Often absent or late. Needs Improvement	Does not produce work at a volume to satisfy departmental needs. Work consistently contains inaccuracies and mistakes. Unable to meet work demands. Evades responsibility. Unacceptable number of absences. Frequently late. Needs Improvement immediately	
Reviewer Comments:				Point Value
Accuracy, thoroughness and volume of work:				_____
Ability to meet deadlines & accept responsibilities of position				_____
Attendance and punctuality				_____
Employee Comments:				

Problem Solving: Consider the employee's ability to identify, analyze, and address problems in the performance of job duties. Consider the effectiveness of the solutions.

Judgment/Decision Making: Consider the employee's willingness and ability to make decisions, and the accuracy and soundness of the employee's judgment. Consider the timeliness of the employee's decisions and whether the employee involves the appropriate people in decision processes.

STRONGER ← → WEAKER				Point Value
4	3	2	1	
Excels in immediately identifying, analyzing, and effectively solving problems in their early stages. Exceptionally adept in developing several effective solutions. Confidently makes decisions on very challenging matters. Displays superior judgment & confidence in own decision-making skills. Involves appropriate people in the process. Often makes decisions even under tight time frames	Identifies most problems within appropriate time frames. Usually develops alternative solutions. Resolves most problems before they grow into large issues. Makes confident decisions in most areas of job. Decisions generally accurate and sound. Includes appropriate people in most matters. Makes decisions in a timely manner.	Often late in identifying problem situations. Analyses are not always thorough. Often unable to develop effective solutions in a timely manner. Often requires assistance in making decisions. Frequently makes decisions that are not well thought out. Often leaves appropriate people out of process. Often takes longer than acceptable to reach a decision. Needs Improvement	Unable to identify problems in a timely manner. Analyzation skills are weak. Solutions often cause more problems than they solve. Cannot make independent decisions. Lack of judgment often results in problem situations. Does not include appropriate people in process. Takes unacceptable length of time to make decisions. Needs Improvement immediately	

Reviewer Comments:	
	Point Value
Ability to identify, analyze and address problems:	_____
Ability to make decisions & soundness of employee's judgment:	_____
Ability to involve stakeholders in decision processes:	_____
Employee Comments:	

Safety: Consider the employees' demonstration to a commitment of safety by following safety rules and guidelines; follows good housekeeping practices, takes proper care of equipment. Meets requirements of 100% participation in safety training & 100% safety actions completed.

Equipment and/or Uniform Care: (IF APPLICABLE) Consider the employee's ability to maintain and care for equipment, vehicles, uniforms, and other work-related items assigned to their care.

STRONGER ←			→ WEAKER	Point Value
4	3	2	1	
<p>Exceptionally compliant in all safety rules and guidelines. Encourages fellow employees to follow safety guidelines. Maintains exceptional housekeeping habits. Demonstrates capability to handle situations when an emergency may arise. Uniform, equipment, vehicle always kept in high-quality working order... Shows proactive diligence for the upkeep of maintenance of vehicle/articles assigned to his/her care. Displays pride & integrity in self & county when wearing uniform or using county property in an expected professional manner; Assures responsibility for vehicle and equipment in his/her possession.</p>	<p>Compliant in all safety rules and guidelines. Maintains housekeeping habits. Uniform, equipment, vehicle kept in serviceable condition. Policy and procedure followed. Displays uniform and vehicle/articles assigned to his/her care as part of regular job duties</p>	<p>Occasionally compliant in all safety rules and guidelines. Housekeeping habits need improvement. Review of Safety Handbook for familiarity. Uniform, equipment, vehicle occasionally in need of service and or reminder of maintenance or repair. Policies and procedures may be stretched at times; uniform and vehicle/articles assigned to his/her care require extra attention due to lack of responsibility to either self or county owned property Needs Improvement</p>	<p>Poor judgment of safety guidelines resulting in injury or damage to equipment. Uniform, equipment, vehicle policy and procedures not being followed to minimum acceptable standards. Proper care of items in his/her possession require maintenance or repair. Uniform, equipment, vehicle kept in poor condition; shows lack of pride in self and department Needs Improvement immediately</p>	

Reviewer Comments:	
	Point Value
Housekeeping Practice Related to Safety:	_____
Ability to Maintain and Care for Equipment:	_____
Encourages others to follow safety rules:	_____
Employee Comments:	

Organizational Leadership: Consider how well the department head leads the development of a shared vision and implementation of a strategic plan for the County that focuses on continued improvement. Consider how the individual manages physical, financial, and human resources efficiently and effectively in the operation of the County. Consider how they establish and facilitate clear decision-making processes and their ability to delegate effectively. Consider how the employee demonstrates their organizational skills to successfully carry out the responsibilities of their department head position.

STRONGER ← 4 3 2 1 → WEAKER				Point Value
Exhibits a high degree of confidence in self and others. Inspires respect and trust of others. Provides strong leadership, even in highly stressful or crisis situations when action is needed. Motivates others to perform their best.	Exhibits appropriate level of confidence in self and others. Inspires appropriate level of respect and trust of others. Reacts well in stressful situations and shows ability to assume leadership role. Influences others to perform better.	Does not always display confidence in self and others. Actions occasionally do not inspire trust or respect of others. Sometimes reacts poorly in pressure situations and displays reluctance to assume a leadership role. Does not adequately motivate others to perform better. Needs Improvement	Fails to exhibit confidence in self and others. Does not inspire trust or respect of others. Reacts poorly in pressure situations. Does not assume leadership role. Unable to motivate others to perform better. Needs Improvement immediately	
Reviewer Comments:				
				Point Value
Leads the development of a shared vision and implementation of a strategic plan for the County that focuses on continued improvement – respect for others:				_____
Manages physical, financial and human resources efficiently and effectively in the operation of the County – influences others to perform better:				_____
Ability to delegate effectively – confidence in self and others:				_____
Demonstrates organization skills to successfully carry out the responsibilities of the position – react to stressful or crisis situations:				_____
Employee Comments:				

Positional Leadership: Consider how the department head applies the principles of sound management and employee development to create a productive learning environment and operations that lead to continued program improvements, County success, and employee development. Consider how well the employee enhances departmental and County success by leading in the adoption and assessment of performance standards and the implementation programs assessment practices that support those standards. Consider their ability to collaborate with others to promote the consistent application of sound management standards, and fiscal responsibility and accountability.

STRONGER ←	4	3	2	1	→ WEAKER	Point Value
Looks beyond the responsibilities of the position with a focus on the overall goals of the organization. Provides and encourages personal development of staff. Communicates with staff and shares relevant information. Creates vision and reviews programs for improvement. Provides solutions to challenges. Team focused.		Exhibits appropriate level of leadership and employee personal development. Adequately shares and communicates relevant information to staff.		Does not focus beyond the position description. Rarely provides or encourages employee development. Rarely shares relevant information with staff or review programs for efficiency. Needs Improvement		Does not assume leadership role. Unable to communicate overall goals with staff or provide employee development. Needs Improvement immediately

Reviewer Comments:

Point Value

Enhances departmental and County success by leading in the adoption and assessment of performance standards and the implementation programs assessment practice that support those standards – review of programs for efficiency with staff:

Applies the principles of sound management and employee development to create a productive learning environment and operations that lead to continued program improvement, County success, and employee development – leads by example & effectively communicates missions and goals:

Collaborates with others to promote the consistent application of sound management standards and fiscal responsibility and accountability – team building and empowers others:

Employee Comments:

Human and Interpersonal Leadership: Consider the employee's ability to work with others to ensure an environment that is safe for all and respectful of the community's diversity. Communication supports and cooperation with others in order to achieve objectives and goals. Consider how the employee maintains courteous and respectful interactions with others and is responsive to the problems and concerns of others. Consider how the individual handles conflict effectively focusing on a win/win negotiation. And exhibits a willingness to compromise.

Political and Community Leadership: Consider the employee's ability to articulate the vision, mission and priorities of the County to the community and media and builds community support for County priorities and programs. Consider how the employee appropriately involves community members and organizations in County matters that affect them. Consider how the department head understands and acts in accordance with legal requirements.

STRONGER ← → WEAKER				Point Value
4	3	2	1	
Excels at providing clear direction and gains compliance quickly. Maximizes staff member's participation and takes full responsibility for their activities. Provides valuable performance feedback and tries to develop staff members' skills for greater responsibilities.	Provides direction and is usually able to gain compliance. Includes staff members in most planning and takes responsibility for their activities. Provides performance feedback. Provides help to staff in developing their skills.	Sometimes does not provide clear direction. Has trouble gaining compliance. Does not always include staff members in planning. Assumes insufficient responsibility for staff members' activities. Inconsistent about providing feedback. Spends minimal time developing staff's skills. Needs Improvement	Provides unclear direction. Does not gain compliance. Does not sufficiently include staff members in planning. Evades responsibility for staff members' actions. Does not provide useful feedback. Makes little effort to encourage employee growth. Needs Improvement immediately	
Reviewer Comments:				
				Point Value
Works with others to ensure an environment that is safe for all and respectful of the community's diversity:				_____
Communicates, supports and cooperates with others in order to achieve objectives and goals:				_____
Maintains courteous and respectful interactions with others:				_____
Is responsive to the problems and concerns of others:				_____
Handles conflict effectively focusing on win/win negotiations. Exhibits a willingness to compromise:				_____
Articulates the vision, mission and priorities of the County to Community and media and build community support for county Priority and programs:				_____
Appropriately involves community members and organizations in County matters that affect them:				_____
Understands and acts in accordance with legal requirements:				_____
Employee Comments:				

Relationship with the Board of Supervisors / Standing Committee/Administration Office: Consider the department heads ability maintain effective communication with the Administration Office and board members; respective board members concerns. Consider the individual's ability to maintain confidentiality with respect to sensitive issues and keeps the board informed and abreast of current issues. Consider the individual's ability to effectively carry out board mandates and ability to keep the board informed regarding board polices, legal issues and other critical matters.

STRONGER ← → WEAKER				Point Value
4	3	2	1	
Clearly communicates ideas, challenges and solutions. Timely carries out the directives and goals established. Regularly attends Department Manager meeting and participates in feedback. Show high degree of respect for all.	Adequately communicates ideas, challenges and solutions. Adequately carries out the directives and goals established. Adequately attends Department Manager meetings. Shows adequate degree of respect for all.	Does not always communicate ideas, challenges and solutions. Does not always timely carry out the directives and goals established. Rarely attends Department Manager meetings or provide input. Does not always show respect for all. Needs Improvement	Fails to communicate ideas, challenges and solutions. Fails to carry out the directives and goals established. Fails to attend Department Manager meetings. Shows disrespect. Needs Improvement immediately	
Reviewer Comments:				
				Point Value
Maintains effective communication with board members:				_____
Respects board members concerns:				_____
Maintains confidentiality with respect to sensitive issues:				_____
Keeps the board and committee informed and abreast of current issues:				_____
Effectively carries out board mandates:				_____
Keeps the board informed regarding board policies, legal issues and other critical matters:				_____
Maintains effective communication with Administration Office on personnel matters, legal issues, fiscal matters, policies and other critical matters:				_____
Attends Department Manager Meetings:				_____
Employee Comments:				

Goals accomplished since last review and if not identify the reason goal was not accomplished.

Goals to be completed for the next review.

Attach additional sheets if necessary, for the following 3 areas:

1. Additional general goals not covered elsewhere set to work on/accomplish before next review:
2. Supervisor Comments
3. Employee Comments

Rating _____ 4.0 Exceptional/Exceeds Standards _____ 3.00 – 3.99 Acceptable _____ 2 - 2.99 Marginal; needs improvement _____ Below 2.0 Not Acceptable; needs immediate improvement	Total Points _____ ÷ # of cate-gories rated = Avg Score _____
Recommend Step Increase (Average score must be 3 or higher): _____ Yes _____ No _____ N/A	

SIGNATURES

Supervisor _____ DATE: _____

Supervisor _____ DATE: _____

COUNTY ADMINISTRATIVE COORDINATOR: _____ DATE: _____

I acknowledge that I have receive a copy of this form and have discussed its contents with the evaluator(s) and the County Administrative Coordinator.

Employee: _____ DATE: _____

Employee's signature only acknowledges that the employee has received and read this performance review and does not necessarily imply that the employee agrees with the review.