



APPROVED 11/17/2021
MINUTES
BOARD OF COMMISSIONERS
SPECIAL MEETING
THURSDAY, OCTOBER 14, 2021, 6:00 P.M.
OFFICERS MESS HALL, 6825 OFFICERS ROW, TILLAMOOK

1. Call to Order at 6:10 pm by Vice President Sierra Lauder and Recognition of Persons Present: Commissioners Jack Mulder (6:37), Sierra Lauder, Kevin Stoecker, and Bill Baertlein. Matt Mumford absent; SDAO Consultant Jim Knight; Staff: Michele Bradley, General Manager
2. SDAO Consultant Jim Knight leads the board through a Workshop on:
 - a. General Manager Job Description
 - i. Goal: establish an appropriate job description for POTB General Manager position. Jim Knight walked through recent job descriptions provided by the Port of Coos Bay (operations officer) and SDAO (port manager) for reference. Mr. Knight went through the items and discussed preferences from the board using these two templates. Bradley took notes and will merge the documents with the board's consensus direction and present a draft job description at a follow up meeting with SDAO Consulting.
 - b. Discussion of Performance Evaluations
 - i. Goal: Discuss and revamp the Port's current process of General Manager Annual review. Jim Knight provided samples from the Port of Newport's review process. Other items discussed to be decided on later or incorporated:
 1. Compensation (the 'what', not the amount)
 2. Increases
 3. Bonuses
 4. Adjustments
 5. Cost of living v. merit increases
 6. When should evaluations occur?
 7. How the board processes the annual evaluation (committee v. individual v. whole board)
 8. Inclusion of manager, presentation of annual performance from manager's view (self-assessment)
 9. Determination of adjustment to salary or compensation

10. What is needed to accomplish this? Salary surveys, compare to other port, cities, county governments? Locally, regionally, statewide?

c. Next Steps

- i. Jim Knight will provide a draft process for GM annual review. Michele Bradley will provide a draft job description for board review. Follow up meeting will be scheduled as soon as possible to discuss both drafts.

3. Adjourn at 9:16 pm