

**MINUTES  
PORT OF SIUSLAW  
SPECIAL MEETING  
Thursday, 6 February 2014, 3:00pm,  
Port Office, 100 Harbor St, Florence OR 97439**

**ATTENDANCE:** Commission: Commissioner Ron Caputo (Caputo), Commissioner Terry Duman (Duman), Commissioner Jay Cable (Cable)  
Absent: Commissioner Nancy Rickard (Rickard), Commissioner Bill Fleenor (Fleenor); Staff: Recording Secretary Dina McClure (McClure)  
Audience: Robert Thorp (Thorp)

Commission President Caputo called the meeting to order at 3:00pm.

McClure explained the Port Manager Performance Evaluation form adopted in 2001 was updated in 2008 by changing the rating criteria from 5 levels to 4. McClure said last year's board had a special meeting and a new format was created by Commissioner Thorp but the formality of it getting adopted did not take place. McClure said the purpose of this meeting was to decide on a Port Manager Performance Evaluation form and process so it could be adopted at the 19 February meeting and the evaluation would occur at the 19 March meeting.

**Review job description:** The board decided the current job description needed to be used for the evaluation since it contained the criteria Forsythe was hired upon. McClure said, during his previous evaluation, Port Manager Forsythe suggested a performance evaluation should be based on the job description.

**Review and Revise Evaluation Form:** After review, the board agreed to use the revised 2008 form. There was discussion to include each section and to eliminate the overuse of the word "effectively". McClure said she would cross reference the evaluation form to the current job description. Thorp, who worked on last year's evaluation, was in the audience and asked to provide input. Thorp suggested to keep the process simple, base the evaluation on a position not an individual, decide on how often to evaluate, how the information is compiled, and who performs the evaluation. Thorp complimented the board for working on the process. The board discussed changing the criteria in Part II, then decided to leave it as is.

**Discuss Staff 360 Process and Criteria:** The board agreed they need staff input in order to evaluate the manager on personnel issues. McClure read a list of suggested questions. It was decided to have McClure compile staff input for Caputo to add to the evaluation process.

**Finalize Evaluation Process:** It was decided the board will fill out individual forms following the 19 February meeting, turn them in to Caputo within two weeks, and Caputo will perform the evaluation. The board discussed goals and it was decided to leave goals out of this evaluation. Caputo said the board needs to establish goals for the port. McClure said she would send revised forms to the board for review prior to the meeting.

Commission President Caputo adjourned the meeting at 4:00pm.

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President