

MEMORANDUM

To: Mayor Andy Brauningner
From: Julie O'Connell, Human Resources Director
Date: February 10, 2020
Re: Brenda Poe – Performance Issues



Mayor Brauningner, below is the information you requested.

- Brenda listed incorrect information regarding the Proposition 2 architect attached to the agenda item. At the 2/4/20 Council meeting, the City Manager took responsibility for the mistake; however, he sent an e-mail to Brenda on 1/30/20 with the correct version and also had a conversation with her on 1/31/20. Brenda acknowledged the error was hers, saying "Sorry, I did not see that" (see e-mail from Aron, attachment #1).
- Brenda listed the resolution for the Walker County Appraisal District Board Appointment incorrectly on the 11/19/19 Council agenda. The resolution and agenda sheet did not match (see attachment #2).
- The packet for the 12/3/19 Council meeting had the wrong ordinance attached regarding Shareable Mobility Devices.
- Trash pick-up dates for the 2019 Holidays were incorrect in the Connection even though the Public Works Director sent Brenda the correct dates via e-mail on 10/31/19 (see e-mail from Public Works Director, attachment #3).
- Brenda recorded a conversation between HR, IT and an ex-employee in the City Hall lobby. This situation had no relevance to her position. The City Manager discussed this inappropriate conduct with Brenda, and she admitted to recording the conversation. This incident is documented in her personnel file.
- IT Director, Bill Wavra gave Brenda clear instructions about our agreement with SHSU Channel 7. Mr. Wavra asked Brenda to hand-deliver a notice to Dr. Jean Boden which terminated the agreement with SHSU. Brenda e-mailed Dr. Boden, Leean Muns and Dr. Hoyt, which was not the directive. Brenda also took direction from Ms. Muns and gave incorrect information to SHSU about how they may use Channel 7.

- The City Manager specifically asked Brenda to coordinate any Veterans Day activities for our employees with HR. Without consulting HR or the City Manager, Brenda set up delivery of goodie bags to Veterans throughout the City. The City Manager only found out about this through Councilmember Rodriguez (see e-mail from HR Director, attachment #4).
- Brenda failed to complete the Pocket Response Plan as assigned (see e-mail from Brenda, attachment #5).
- Chief Lunsford provided Brenda information on 6/4/19 about the Police Academy graduation, which was to be held on 6/13/19. Brenda did not notify the City Council until 6/12/19, the day before the graduation. Notably, Brenda also deleted the date the Chief sent the information (6/4/19) from the notice Brenda sent to the City Council. Brenda's e-mail to the Council makes reference to her apologizing for not notifying earlier, because she thought the information would be in the City Manager's week-end update. The Chief gave Brenda the information on 6/4/19, but Brenda failed to notify the Council until 6/12/19 (see e-mails from Brenda and the Chief, attachment #6).
- A PIR response to Peeler related to annexation was due on 8/22/19. Peeler paid for the documents and the City Secretary deposited the check for \$187.00 on 8/30/19. Peeler contacted the City to let us know that he still had not received the documents as of 9/17/19.
- Brenda posted incorrect information on an agenda item related to annexation. The City Manager caught the errors. Brenda admitted to changing some numbers, which the City Manager directed her not to do.