

GRAND TRAVERSE COUNTY
COUNTY ADMINISTRATOR
EMPLOYMENT AGREEMENT

The parties, Grand Traverse County ("EMPLOYER") and Nathan Alger ("ADMINISTRATOR"), agree to following terms and conditions:

Section 1. Duties

EMPLOYER agrees to employ ADMINISTRATOR, and ADMINISTRATOR agrees to perform the functions and duties specified in the Job Description for County Administrator last amended July 2015, which is attached as an exhibit to this Agreement and fully incorporated herein by reference. ADMINISTRATOR shall perform such other reasonably related duties as the Grand Traverse County Board of Commissioners ("BOC") may from time to time impose.

Section 2. Term

A. The term of this Agreement is from July 1, 2018 to June 30, 2021. ADMINISTRATOR shall neither accept other employment nor become employed by any other employer until this Agreement is terminated, unless such outside employment is approved by EMPLOYER.

B. ADMINISTRATOR serves at the pleasure of EMPLOYER. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYER to terminate the services of ADMINISTRATOR at any time, with or without cause, subject only to the provisions set forth in Section 3, Paragraph A of this Agreement.

Section 3. Termination and Severance Pay

A. In the event that ADMINISTRATOR is terminated by EMPLOYER without cause and before expiration of the term of employment specified in Section 2, Paragraph A, and, at the time of termination, ADMINISTRATOR is still willing and able to perform his duties under this Agreement, then EMPLOYER agrees to continue to pay ADMINISTRATOR six (6) months of salary as severance pay after the date of termination. This is intended as a "buy out" or liquidated compensation for EMPLOYER'S decision to end this Agreement early without cause. Any severance pay shall be in full release and discharge of any claim or action ADMINISTRATOR may have against EMPLOYER, and ADMINISTRATOR agrees to execute a release of claims prior to receiving any severance payment. The term "cause" includes, but is not limited to, official misconduct, willful neglect of duty, habitual drunkenness, extortion, or conviction of a felony or a misdemeanor related to official duties or bearing upon fitness for duty.

B. In the event ADMINISTRATOR voluntarily resigns before expiration of the contract term, then ADMINISTRATOR shall give EMPLOYER at least forty-five (45) days written notice, unless the parties agree otherwise. The provisions of Paragraph 3A, above, regarding severance pay do not apply.

C. In the event that ADMINISTRATOR intends to retire from his position, he agrees that he will provide the EMPLOYER with at least one hundred and twenty (120) days written notice to allow EMPLOYER sufficient time to hire a new ADMINISTRATOR and minimize disruption of county business. In the event of retirement, the severance pay provisions of Paragraph 3A above do not apply.

Section 4. Salary

A. ADMINISTRATOR shall receive an annual salary of \$124,000. The ADMINISTRATOR shall receive an annual increase of \$3,000 only if the annual performance evaluation by EMPLOYER, described in Section 4.C., below, indicates that ADMINISTRATOR has met or exceeded expectations of EMPLOYER. The ADMINISTRATOR's salary shall be paid at the same time and in the same manner as other non-contract, exempt employees.

B. Notwithstanding the salary provided for in this Section, EMPLOYER may, at any time during the term of this Agreement, reduce the salary or other financial benefits of ADMINISTRATOR in an amount equal to any applicable across-the-board reduction enacted by EMPLOYER for all non-contract, exempt employees.

C. EMPLOYER shall review and evaluate the performance of ADMINISTRATOR annually at a regular or special BOC meeting as mutually agreed upon by both Parties. These reviews and evaluations shall be based upon specific criteria developed jointly by EMPLOYER and ADMINISTRATOR. Such criteria may be added to or deleted as EMPLOYER may from time to time determine, in consultation with ADMINISTRATOR. EMPLOYER shall provide ADMINISTRATOR with a summary written statement of findings of EMPLOYER and provide an adequate opportunity for ADMINISTRATOR to discuss his evaluation with EMPLOYER. The review is to be completed no less than 60 days prior to ADMINISTRATOR'S anniversary date.

D. EMPLOYER and ADMINISTRATOR shall annually define written goals and performance objectives that they determine necessary for the proper operation of the County and for the attainment of EMPLOYER's policy objectives and shall further establish a relative priority among these various goals and objectives.

Section 5. Health Benefits

EMPLOYER shall provide ADMINISTRATOR and ADMINISTRATOR'S family, hospitalization, medical, vision and dental insurance all in accordance with the insurance package provided to non-contract, exempt employees, as they now exist or hereafter may be amended, unless otherwise provided in this Agreement.

Section 6. Fringe Benefits

A. EMPLOYER shall provide ADMINISTRATOR all fringe benefits consistent with the Grand Traverse County Personnel Policies applicable to non-contract, exempt employees, as they now exist or hereafter may be amended, unless otherwise provided in the Agreement, with the following exception: ADMINISTRATOR's defined contribution plan shall remain the same.

B. All provisions of the County relating to personal leave, sick leave, holidays, paid time off (PTO), and working conditions, as they now exist or hereafter may be amended, also shall apply to ADMINISTRATOR as they would to non-contract, exempt employees of EMPLOYER, unless otherwise provided in this Agreement.

C. ADMINISTRATOR shall be entitled to twenty (20) days of paid vacation in each of the following years: 2019, and 2020 and 2021. For the period beginning July 1, 2018 and through December 31, 2018, ADMINISTRATOR shall continue under his present benefit plan regarding vacation leave. Any personal time and/or floating holidays accrued to date shall be available to Administrator to use or to be paid out through December 31, 2018 in accordance with the policy applicable to all other non-contract, exempt employees. In addition, all accrued sick leave shall be paid out upon separation.

D. ADMINISTRATOR shall be given holiday pay as stated in the Grand Traverse County Personnel Policies.

E. ADMINISTRATOR shall receive a car allowance of \$500/month to cover both gas and mileage.

Section 7. Professional Development

EMPLOYER agrees to pay for ADMINISTRATOR'S membership in professional associations, attendance at professional development meetings, and related travel expenses where such are necessarily related to ADMINISTRATOR'S duties as ADMINISTRATOR, and beneficial to both EMPLOYER and ADMINISTRATOR, subject to the availability of funds for said association memberships, attendance and travel expenses. EMPLOYER shall pay up to \$2,000 for ADMINISTRATOR'S membership in civic organizations, community organizations, or local service clubs, societies or organizations beneficial to both EMPLOYER and ADMINISTRATOR such as: Rotary International, Kiwanis International, Lions Club International, and Optimist International.

Section 8. Indemnification

To the extent indemnification is permitted by law, and except for acts or omissions of gross negligence, intentional torts, intentional misconduct, or acts or omissions that are criminal in nature, EMPLOYER shall defend, hold harmless, and indemnify ADMINISTRATOR against any claim, demand, or other legal civil action, actually arising out of an alleged act or omission occurring in the performance of the Employee's duties as ADMINISTRATOR.

Section 9. Bonding

EMPLOYER shall bear the full cost of any fidelity or other bonds required of ADMINISTRATOR under law.

Section 10. General Terms and Conditions

A. EMPLOYER shall fix any such other terms and conditions of employment relating to the performance of ADMINISTRATOR as it may from time to time determine appropriate, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or any other law or ordinance.

B. All provisions of the Grand Traverse County Personnel Policies, and as amended, shall apply to ADMINISTRATOR as they would to other non-contract, exempt employees of EMPLOYER, unless otherwise provided in this Agreement.

C. This Agreement is the complete agreement of the parties and supersedes all prior understandings, whether oral or written. The parties do not rely upon any representation, promise, inducement, or statement of intention that is not part of this Agreement and no party shall be bound by or liable for any alleged misrepresentation, inducement or statement of intention that is not part of this Agreement.

D. No provision of this Agreement shall be amended, waived or modified except by an instrument in writing signed by both parties.

E. A waiver by EMPLOYER of a breach of any provision of this Agreement by ADMINISTRATOR shall not operate or be construed as a waiver of any subsequent breach by ADMINISTRATOR.

F. If any provision, or any portion thereof, contained in this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be deemed severable, and shall remain in full force and effect.

G. This Agreement shall be construed under the laws of the State of Michigan.

Section 11. Effective Date/Expiration Date

The effective date of this Agreement is July 1, 2018. This Agreement shall expire at 11:59 p.m. on June 30, 2021.

ADMINISTRATOR:



By: Nathan Alger

6-27-18
Date

EMPLOYER: GRAND TRAVERSE COUNTY

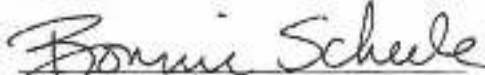


By: Carol Crawford

Its: Chairwoman, Board of Commissioners

6/27/18
Date

COUNTY CLERK


By: Bonnie Scheele

June 27, 2018
Date

Grand Traverse County

Administrator Performance Evaluation

General Responsibility: The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.			X
Establishes and maintains positive and effective working relationships with each member of the Board.			X
Conforms to Board policies and directives.			X
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.			X
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.			X

Comments, Section A:

Having worked with and observed several administrators in Grand Traverse County and elsewhere, Mr. Alger has demonstrated an unsurpassed ability to empathize with a commissioners perspective while remaining neutral on controversial policy decisions. Nate has helped me to work better with other commissioners by reminding me of their different positions on issues.

SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Boards goals.			X

Comments, Section B:

While we've not yet had a goal setting session, Administrative Alger is goal oriented. He is aware and mindful of strategic strengths, weaknesses, opportunities, and threats facing Grand Traverse County.

SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.			X
Facilitates teamwork and collaboration internally and externally.			X
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.			X
Delivers on commitments.			X
Shares knowledge with others.			X
Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.			X

Comments, Section C:

Department heads seem to enjoy working with Administrator Alger. Nate uses a shared leadership style that involves his subordinates in the decision making process and increases their personal buy-in to projects.

SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.		N/A	
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.		X	
Oversees the development and implementation of the organization's financial strategies.			X
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.		N/A	

Comments, Section D:

Nate has a solid understanding of government accounting practices. He is consistently aware of the counties financial status and appropriately delegates to qualified staff.

Additional Comments:

Evaluated By: ROB HENTSCHEL Date: MAY 3, 2019

Grand Traverse County
Administrator Performance Evaluation

General Responsibility: The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.			X
Establishes and maintains positive and effective working relationships with each member of the Board.			X
Conforms to Board policies and directives.		X	
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.		X	
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.			X

Comments, Section A: **I personally find Nate to be** very approachable and ready to discuss any topic and is very accepting of my input. After working with Nate for the past 4 months, through some rocky issues, I remain confident that the decision to appoint Nate as the county administrator will serve the county well now and well into the future. I truly enjoy working with Nate and his staff.

SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Boards goals.		X	

Comments, Section B: Although Nate has only been in the position of Administrator for a relatively short period of time, he has demonstrated a broad knowledge of the overall working of the organization. I am looking forward to the strategic planning session.

SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.		X	
Facilitates teamwork and collaboration internally and externally.			X
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.		X	
Delivers on commitments.		X	
Shares knowledge with others.		X	
Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.			X

Comments, Section C: Based on the interactions I have observed between Nate and staff it is my sense that he inspires teamwork and is willing to delegate the necessary authority to staff in order for them to accomplish the task at hand. Nate appears to interact with staff by providing them direction, soliciting input and allowing them do their job and giving credit where credit is due. I had high expectations in Nate's managerial and interpersonal skills and he has met those expectations so it would be difficult to exceed my expectations.

SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.		NA	
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.		X	
Oversees the development and implementation of the organization's financial strategies.		X	
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.		X	

Comments, Section D: The current board has not been in place through a budget cycle with Nate so it is difficult to respond to these questions but I am confident, based on conversations I have had with Nate, that he will do an outstanding job.

Additional Comments: Nate is fully engaged in supporting the boards number one priority of addressing the counties unfunded pension liability and attaining 100% funding by the 2034 target date. There is a fine line that an administrator has to walk between motivating and supporting the county employees and those that pay the bills, the tax payers, whom the county employees service.

Evaluated By: Gordie La Pointe _____ Date: May 6th 2019 _____

Grand Traverse County

Administrator Performance Evaluation

General Responsibility: The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.			X
Establishes and maintains positive and effective working relationships with each member of the Board.			X
Conforms to Board policies and directives.			X
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.			X
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.			X

Comments, Section A:

Being a new commissioner, I have not experienced working with other Administrators. I feel from my short time on the BOC that Administrator Alger is doing a great job as Administrator. Administrator Alger seems to be able to answer all my questions. He has helped me look at things from different perspectives. Administrator Alger demonstrates his wanting to move the county forward. Administrator Alger truly cares about the county, the county employees and the future of the county. I look forward to working with Administrator Alger and the rest of administration in the future.

SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Boards goals.			X

Comments, Section B:

Administrator Alger seems to be very goal oriented. I believe once we have our strategic planning / goal setting session we all will have a clearer vision of Administrator Alger and of the BOC's

SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.			X
Facilitates teamwork and collaboration internally and externally.			X
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.			X
Delivers on commitments.			X
Shares knowledge with others.			X
Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.			X

Comments, Section C:

Department heads / county employees seem to enjoy working with Administrator Alger. Administrator Alger uses a leadership style that county heads / county employees seem to like. I've talked with several dept heads and employees and all have had nothing but praises in Administrator Alger and his leadership.

SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.		X n/a	
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.		X	X
Oversees the development and implementation of the organization's financial strategies.			X
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.		X n/a	

Comments, Section D:

Administrator Alger seems to have a very good understanding of government accounting practices. He is aware of the county's finances. Administrator Alger seems to work well with the finance dept (and all depts).

Additional Comments:

Evaluated By: Brad Jewett
May 07, 2019

Grand Traverse County

Administrator Performance Evaluation

General Responsibility: The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.		X	
Establishes and maintains positive and effective working relationships with each member of the Board.		X	
Conforms to Board policies and directives.		X	
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.		X	
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.		X	

Comments, Section A:

I appreciate Mr. Alger's open-door policy for commissioners like myself who stop in without an appointment and he (most often) makes time to **listen**.

SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Board's goals.		X	

Comments, Section B:

SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.		X	
Facilitates teamwork and collaboration internally and externally.		X	
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.		X	
Delivers on commitments.		X	
Shares knowledge with others.		X	
Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.		X	

Comments, Section C:

Nate somehow finds time to interact with department heads and employees. I have received no negative feedback from any department head or employee regarding Nate.

SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.		X	
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.		X	
Oversees the development and implementation of the organization's financial strategies.		X	
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.		X	

Comments, Section D:

.Nate keeps the board informed of the county's financial status.

Additional Comments:

Being part of the Administrator interview and hiring process I cast my yes vote with "high expectations" for Mr. Alger so for me to give a mark of **exceeds expectations** Nate would be short of walking on water. The county administration gained a high level of ethics and integrity with the hiring of Nate Alger.

Evaluated By: Ron Clous Date: MAY 7, 2019

Grand Traverse County
Administrator Performance Evaluation

General Responsibility: The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.			✓
Establishes and maintains positive and effective working relationships with each member of the Board.			✓
Conforms to Board policies and directives.			✓
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.			✓
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.			✓

Comments, Section A:

The orientation in Gaylord and the 2-day facilities/departments tour were excellent ideas. Time well spent. I appreciate the Administrator's effort in making these happen - and in making the experience so productive.

SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Boards goals.			✓

Comments, Section B:

It's really rather early to evaluate this, but I am confident the upcoming planning process will go well.

Up to now, he has been helpful in navigating several thorny issues including library board appointments and sharing up the pension

SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.			✓
Facilitates teamwork and collaboration internally and externally.			✓
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.			✓
Delivers on commitments.			✓
Shares knowledge with others.			✓
Demonstrates an ability to foresee problems and utilize preventive problem solving strategies.		✓	✓

Comments, Section C:

I have little direct knowledge of his relations w/ staff outside of how I see him relate to employees at the County meetings - but from what I've seen there - and staff's response to him ~~on~~ our County tour, he appears to command the respect of his staff. ~~by being~~

SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.			✓
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.			✓
Oversees the development and implementation of the organization's financial strategies.			✓
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.			✓

Comments, Section D:

Administrator's financial management - in concert with the Finance Director - is excellent as evidenced by the fact that the County approved a balanced budget + ~~the~~ came in with a 7 figure surplus at the end of the year. Managed the County within our means + only surprised to the positive.

Additional Comments:

I'm glad to know Mr. Ngor + the atmosphere in the building has been much improved in his tenure.

Evaluated By:



Date:

5/9/2019

Grand Traverse County
Administrator Performance Evaluation

General Responsibility: The County Administrator is the County's Chief Executive Officer and reports to the County's elected governing board. This position is responsible for the overall management and administration of all County services and functions. This position has direct overall responsibility for all County employees under non-elect officials and indirect responsibility for County employees under elected officials. Additionally, the County Administrator is the primary administrator of all County policies and programs approved by the County Board of Commissioners.

SECTION A: RELATIONS WITH BOARD OF COMMISSIONERS

	Needs Improvement	Meets Expectations	Exceeds Expectations
Communicates necessary information openly and honestly in a timely and organized fashion.			X
Establishes and maintains positive and effective working relationships with each member of the Board.			X
Conforms to Board policies and directives.			X
Demonstrates an understanding of differences between the administrative role of Administrator and the policy-making role of the Board.			X
Synthesizes information and frames issues and questions in a manner for the Board to make appropriate decisions.			X

Comments, Section A: _Nate maintains a very accessible office. I have been able to have very open conversations on a variety of topics.

SECTION B: STRATEGIC PLANNING

	Needs Improvement	Meets Expectations	Exceeds Expectations
Provides leadership, guidance and support to the Board and organization by assessing current and future strengths and weaknesses to develop, communicate and implement a shared strategy which is in alignment with the Boards goals.			X

Comments, Section B: _____ Having years of experience within our organization gives Nate a solid understanding of where we have been & where we are headed.

SECTION C: LEADERSHIP and RELATIONS WITH STAFF

	Needs Improvement	Meets Expectations	Exceeds Expectations
Models behaviors and attitudes which promote individual responsibility and professional excellence and creative initiative.			X
Facilitates teamwork and collaboration internally and externally.			X
Encourages innovative thinking and solutions and effectively incorporates the ideas and contributions of others.			X
Delivers on commitments.			X
Shares knowledge with others.			X
Demonstrates an ability to foresee problems and utilize preventative problem solving strategies.			X

Comments, Section C: _____ Nate always conveys a demeanor of a true professional _____

SECTION D: FINANCIAL MANAGEMENT

	Needs Improvement	Meets Expectations	Exceeds Expectations
Oversees with Finance the development of and works with the Board to finalize the annual organizational budget.			X
Oversees the preparation of regular reports to the Board regarding the financial condition and fiscal operation of the organization.			X
Oversees the development and implementation of the organization's financial strategies.			X
Ensures that the organization is operated in accordance with Generally Accepted Accounting Principles and procedures; takes actions to improve the organization's business practices based on recommendations from an independent auditor.			X

Comments, Section D: _____ Open dialog with Departments & Commissioners is crucial to our budget process. However we have to realize that we cannot do everything & must prioritize the best use of our resources. _____

Additional Comments:

Evaluated By: Addison "Sonny" Wheelock, Jr

Date: 05-15-19