



Memorandum for the Record 7/11/2023

TO: Gardnerville Town Board

FROM: Jim Park, Town Board Member

Greetings colleagues,

As everyone is aware I was not in attendance at the last Town Board meeting due to a commitment with my current employer. While reviewing the meeting minutes over the weekend I felt a need to provide several brief comments, specifically regarding the performance evaluation of our Town Manager.

As I shared personally with Erik and his wife at the MSG Volunteer Gala, my continuing opinion is that Gardnerville is fortunate to have him onboard. My written comments submitted on the evaluation form include his solid performance during the time I have been on the Town Board. This statement of fact remains true and was meant as a sincere professional compliment given my service history with the Town for a decade.

The "classes" I recommended to Erik are not classes, but steps I would continue to encourage him to explore as a component of professional development. I feel he could readily apply for the ICMA Credentialed Manager (ICMA-CM) designation by completing a 360 evaluation and a knowledge assessment, combined with his MPA and position as our Town Manager. This is a voluntary self-directed program that recognizes qualified ICMA members through a peer review credentialing process. As a former ICMA-CM I believe Erik has the attributes requisite for the ICMA-CM designation.

My comment relative to concern with employee turnover is what it is. Municipal operations of course are predominantly service delivery driven. Without employees there is no service delivery. I do hope the Town can become and remain fully staffed, it will make Erik's job easier and service delivery more efficient. While I admire his ethic to step in and help, when necessary, his talents are more needed with other duties with the Town in general most of the time.

Employee job satisfaction, pay, and work environment are all critical elements in employee retention in every organization. I compliment Erik on his efforts to submit employees for recognition-well done and I encourage his continuing efforts to strengthen and enhance the experiences and aspects within direct control that can help further workforce continuity to the extent possible.

In terms of filling out the review form, which frankly the ICMA form might be overkill given Gardnerville is not a full-service municipality, I personally did not feel comfortable in evaluating some items I felt I had limited knowledge of six-months in, hence those were marked as "not evaluated". Further, a score of 1 "meets expectations" and neither a "not evaluated" or a "1" are derogatory.

I will be requesting a future agenda item to discuss Town Policy 2.4 in terms of looking at the up to three paid days of administrative leave concurrent with the Town Manager's evaluation. It seems somewhat of a constraining number that the Town Board, if possible, might look at potentially increasing to at least 5 days.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Park". The signature is stylized with a large initial "J" and a long horizontal stroke extending to the right.

Jim Park

Cc: Erik Nilssen, Town Manager
Dave Rigdon, Town Counsel