

**City of Ida Grove
Administration Committee Meeting
Tuesday May 5, 2020 5:00 p.m.
Due to the COVID-19 crisis, this meeting was held electronically.**

Committee Chairman, Gregor Ernst, called the meeting to order at 5:00 p.m. with the following Committee Members present: Reynold McLead and Ryan Jordan. In order to help stop the spread of the COVID-19 virus, the meeting was held electronically via GoToMeeting.

Motion by McLead to approve the agenda, second by Jordan. On a unanimous vote, motion carried.

Ernst explained the process the City has taken the past two years for annual employee evaluations. The Committee all provided recommendations on making the process more effective and efficient. During discussion, it was decided the same format should be used with an additional comment section placed after each category to provide space for additional feedback and detail. The Committee also discussed the importance of setting measurable goals for employees.

Motion by McLead to adjourn, second by Jordan. On a unanimous vote, motion carried. Meeting adjourned at 5:54 p.m.

Heather Sweeden, City Clerk

Gregor Ernst, Chairman