



# Jackson County Leadership Team Meeting

## Minutes: May 11, 2016

**Present:** Richard Martonchik, Sara Hodits, Dave Welihan, Jeff Hovarter, Don Bustamante, Christopher Bolt, Richard Thoune, Ruth Scott, Marce Wandell, Ric Scheele, Adam Brown, Tim Yost, Joni Johnson

**Guests:** Jan and Arista with ICMA

**Engagement Exercise:** Christopher asked us to use our non-dominant hand and to draw or write something that would pay homage to Adam as he departs the County. Among the many comments/qualities noted were: HPO, family, faith, moral, a bright rising star, best wishes, the dinner table as a gathering place, Justin Bieber, agriculturally friendly, spreadsheet and Power Point knowledge, analytical skills, and upstanding man. All agreed Adam will be missed for his contributions to our HPO initiative and the county in general.

**Leadership Lesson:** Jeff showed two short videos. The first was 10 Differences Between Mangers and Leaders. An acronym from the video was BECC; B= believe; E = encourage; C = challenge; C = correct. The video discussed the fact that leaders develop followers and that following is voluntary. The 10 differences stated were:

1. Approach
2. Culture
3. Conflict
4. Direction
5. Credit
6. Decisions
7. Vision
8. Style
9. Essence
10. ??

The second video was leadership lessons from dancing. Points of the video included how to follow; the 1<sup>st</sup> follower transforms and sparks a fire; movement must be public; momentum. There is no movement without the first follower.

**Recap of the roll and relationship of the team to the HPO process:** Mike's intention is that the Leadership Team continues in its role of pursuing and driving the HPO initiative throughout our organization. The team should strive for means and methods to do this. Mike continues to evaluate the makeup of his executive leadership team and what will work best.

**Recap and follow up to the 5 functions of leadership:** At our previous meeting we had walked through the 5 functions and identified areas to work on and then prioritized them. The top two areas were (1) a job performance evaluation system and (2) not operationalizing into behaviors our values of QICTEA. We need to align our Key Business Units (microbusinesses) with the mission of the entire organization.

There was discussion on how we move these two items forward. Much discussion took place on what the performance evaluation subcommittee will be focusing on. What systems need to be put into place? What would those systems look like? How do policies come into play? The system(s) created need to enhance compliance. Documentation ultimately needs to be made. The employee climate survey results indicated employees want feedback.

The performance evaluation subcommittee will meet and start to develop ideas for these systems. This process needs to be thorough and cannot be rushed. Members of the subcommittee will report out at the next Leadership Team meeting.

**Team Charter Review/Revisions:** As a team we need to assure our charter mirrors our goal/direction. With confirmation from Mike that the Leadership Team should continue to focus on HPO, Kent will be reviewing the Charter and draft revisions as necessary. He will also get input from Richard Thoune and Christopher Bolt. We will follow up with this at our next meeting.

There was discussion regarding meeting twice a month versus once a month. Consensus was that the second monthly meeting which convenes immediately after the department heads monthly meeting quite often is a rehash of the previous meeting and is not significantly productive for the time. It was decided that we will discontinue our second monthly meeting and continue to meet just once a month at the long meeting, effective immediately. The team charter will be revised to reflect this change also.

**LIFT Update:** The second LIFT 2.0 meeting was held on Tuesday. 52 were in attendance. There was much positive feedback; employees feel it is worth the time and they are taking the training to heart and using the tools provided. This meeting was videotaped and it will be on the Intranet for viewing. The next meeting is scheduled for July 12 and will be a panel of community leaders including Mike Overton, and representation from Henry Ford Allegiance, the Jackson Community Foundation and Consumers Energy. Mike will also be taking Q & A from the attendees.

**Employee Recognition Update:** Work is coming out of the IWE team. An employee nomination form has been drafted whereby employees can be recognized for exhibiting and putting in practice our county QICTEA values. Discussion on how to best roll out and announce to employees still needs to take place.

#### **Next Meeting:**

June 8, 2016, Commission Chambers  
Facilitator: Richard Martonchik

Recorder: Jeff Hovarter  
Engagement Exercise: Jeremy Burns  
Leadership Lesson: Christopher Bolt

Items for Next Agenda:

- Review draft of charter revisions (Kent)
- Need to put QICTEA into behavioral statements (operationalize)
- Update from Performance Evaluation subcommittee
- Update on employee recognition nomination process.
- Managing together

Respectfully Submitted: Joni Johnson

