

Clerk's Office – Minutes

_____ **RESOLVED**, that upon the recommendation of **Samantha Fountain, Deputy Village Clerk** the Board of Trustees hereby waives a reading of the minutes of the **Regular meeting of March 19, 2019** and **Special Meeting 25, 2019** and accepts them as reviewed.

Moved by Trustee _____ that the reading of the minutes of the **Regular meeting of March 19, 2019** and **Special Meeting 25, 2019** be dispensed with and that they be accepted as reviewed.

Seconded by Trustee _____

Mayor Ryan and Deputy Mayor Renfroe approves miscellaneous license and permit applications as reviewed.

HACK LICENSE FOR APPROVAL

Maynor Josue Sanchez
30 Jefferson Avenue
Roosevelt, New York 11575

Presentation of activities report by the public bodies of the Incorporated Village of Hempstead:

Recreation and Parks Commission – Chairperson Vanessa Henry

Human Relations – Juanita Hargwood, Director

Personal Service Wireless Facilities Board – Zoning Officer Deloris Mc Queen

Hempstead Library Board – Irene Duskiewicz, Library Director

Traffic Safety Board – Lt. Michalski / Chairperson Mary Burns

Hempstead Coordinating Council of Civics Association – Reginal Lucas

Youth Council – Moises Herrera

Board of Zoning Appeals – Chairman Danny Leo

Planning Board – Chairperson Kennetha Pettus

Hempstead Housing Authority – Chairman Shereen Goodson

Community Development Agency – Commissioner Charlene Thompson

Electrical Board – Ronald Margarie

Plumbing Board – Chairperson Kelly Magee

Historian - Reine Bethany

Hempstead Chamber of Commerce – Acquila Bailey

_____ Clerk offers the following resolution for adoption:

Moved by Trustee _____ that authorization be granted for **Our Lady of Loretta 104 Greenwich Street**, Hempstead, NY 11550 to hold a March on April 19, 2019 between the hours of 12:00 noon and 3:00 p.m. commencing at Our Lad of Loretta church parking lot across Henry Street, along Thorne Avenue unto William Street, Gladys Avenue, back to Henry Street and into the Church Parking Lot. Said permission is contingent upon: compliance with the rules and regulations of the Hempstead Police Department and all liability in connection with the holding of this event and observance of the Code of the Village of Hempstead as it applies to group gatherings of this type; the filling of all appropriate insurance as determined by the Board herein; and indemnification and the execution of a hold harmless agreement on such terms and conditions as may be acceptable to the Village Attorney.

Seconded by Trustee _____

ADDENDUM 1
AGENDA – April 2, 2019

_____ Clerk offers the following resolution for adoption:

Does the Board of Trustees authorize to establish an evaluation process for all Department Heads within the Incorporated Village of Hempstead?

WHEREAS, the Incorporated Village of Hempstead needs to implement a Performance Planning and Evaluation Policy for all Department Heads in each of the Villages departments,

BE IT RESOLVED, by the Board of Trustees of the Incorporated Village of Hempstead, that the Trustees of each mayoral committee will conduct an annual employment evaluation for every Department Head under his or her committee in accordance with the annexed Performance Planning and Evaluation Policy. Said evaluation will be finalized and sent to the Mayor on or before March 1st of each year to be considered in continued employment for that year.

Moved by Trustee _____

Seconded by Trustee _____

PERFORMANCE PLANNING and EVALUATION POLICY

I. Scope

This policy applies to all Department Heads of the Incorporated Village of Hempstead.

II. Purpose

This policy establishes a system for (1) setting performance goals and objectives as well as career development goals; (2) monitoring employee progress, providing constructive feedback and evaluating performance; and (3) aligning performance plans with the Village's strategic plan to the extent practical. It fosters open communication between the Board of Trustees and Department Heads in the process. Finally, Pursuant Village Law Section 4-400 (c) the Mayor appoints all department and non-elected officers and employees subject to the approval of the Board of Trustees. It is the Trustees' intent to notify the Mayor of productivity in each department, and make clear his or her recommendation regarding the Mayor's continued employment of said Department Head prior to the annual meeting.

III. Definitions

Achievement Levels: Categories for rating the level of an employee's performance. There are five achievement levels:

Exceptional Performer – Employee exceeds expectations by stepping well beyond the scope of his or her position description to deliver real change to the department or unit. The individual is an exceptional employee who achieves an unusually high level of performance relative to all assignments and objectives.

Advanced Performer – The employee is a critical member of the team with performance that is consistently above established expectations. The employee seeks improvement of self, office practices, team, and/or department. The individual goes above and beyond what is expected to contribute to the success of the department or unit.

Solid Performer – The employee fully meets the established job expectations and is a reliable and solid performer. The employee generally performs well and requires little additional guidance. The individual demonstrates initiative to meet goals and objectives of position.

Developing Performer – The employee meets some of the job expectations, but not all. The individual requires support and direction to complete assignments. The employee generally performs at a minimum level and improvement is needed to fully meet expectations. This rating may be given to a new employee who has yet to learn, or master, a specific skill. In this latter case, the rating is a reflection of the Department Head's time in the position.

Under-Performer – The employee's performance generally fails to meet the established expectations or requires frequent supervision and/or the redoing of work. The individual is not performing at the level expected for employees doing this type of work. Unacceptable job performance is due to the employee's lack of knowledge, skill or effort.

Basic Competencies: The knowledge, skills, and abilities that an individual applies when performing a job. These are broad competencies that transcend the duties of a particular position but influence the level of an employee's achievement. The following are the basic competencies indicative of a proficient employee:

- *Accountability, Responsibility, and Dependability* - Demonstrates initiative; takes ownership of job responsibilities. Seeks input and acts upon feedback; enhances personal knowledge, skills and abilities; takes responsibility for and/or acknowledges errors; completes assignments and follows through on commitments and tasks in a timely manner and within established deadlines.
- *Relationship Building* – Serves as a positive team member and/or colleague; treats co-workers with respect, honesty and fairness; establishes productive working relationships; is flexible and adapts to changing priorities; resolves conflicts effectively.
- *Communication* – Communicates orally and in writing at a level appropriate for his/her position; shares information on a timely basis with the Mayor and Trustees; engages in meaningful, two-way conversations; speaks effectively; understands others; listens attentively and clarifies information when necessary; demonstrates effective interpersonal communication with the Trustees, peers, and Mayor.
- *Institutional Values* –Embraces the Village's commitment to maintain a diverse and inclusive workplace; ensure awareness of and promotes Village policies and procedures; demonstrates commitment to mission and values of the Village as well as department

goals; projects a positive image of the Village.

- *Problem Solving/Decision Making* – Gives reasonable consideration to all facets of issues that may arise, gathers and analyzes information; demonstrates strong, rational, and critical thinking skills; demonstrates creativity; committed to finding solutions; makes timely decisions, successfully reconciles conflicting views.

Board of Trustee Competencies: The following competencies are vital to the success of all individuals who supervise staff.

- *Leadership/Managing Others* – Treats others with respect and fairness; demonstrates strong emotional control; holds employees accountable; provides timely constructive and balanced feedback; recognizes importance of the performance management process; motivates subordinates and fosters teamwork; works to resolve conflicts quickly, fairly and effectively; and plans, controls, and delegates work effectively.
- *Coaching and Developing* – Sets specific goals and job objectives and works with staff members to prioritize and revise goals; motivates staff members to perform at the highest level; provides support and guidance to employees; identifies training and development opportunities; and guides employees to come up with solutions and learn from mistakes.

Core Job Responsibilities and/or Performance Goals: Core job responsibilities are duties that are primary and essential to the work performed and represent the most important functions or duties of the position as specified in the position description and/or the achievement of specific performance goals that the employee and Board of Trustees set together for each Performance Year.

Interim Performance Evaluation: A discussion of an employee's performance completed during the performance year that informs the employee of his or her progress toward achieving annual goals.

Performance Evaluation: The formal evaluation that determines an employee's achievement level and the extent to which an employee's performance meets his or her annual goals.

Performance Plan: The document that contains an employee's annual goals and professional development plan.

Performance Year: Annual cycle for evaluating employees' performance and establishing annual goals for the next performance year. The Performance Year begins on April 1 of one year and ends on March 31 of the following year.

Personnel File: For the purposes of this policy, a file consisting of employment-related information gathered by the Village that relates to salary, benefits, performance evaluation, disciplinary actions, promotions, demotions, transfers, leave, or termination. Official personnel files are housed, and maintained in a consistent manner in the Office of Human Resources or as otherwise determined by the Board of Trustees.

Position Description: A document that describes in broad terms the core responsibilities, required qualifications and the reporting relationship of the position. Position descriptions do not detail all tasks required to fulfill the core responsibilities, and are not necessarily unique to a specific employee.

Reviewers: Both Trustees assigned to the specific mayoral committee that oversees the Department Head's unit/area.

Department Head File: The Mayor may keep a confidential file for each Department Head. This file may be used to compile any notes, memoranda, work samples and interim performance evaluation documents related to that specific department head's annual performance evaluation. The department head has the right to review his or her file within 5 (five) business days of a written request to the Mayor requesting the review.

IV. Roles and Responsibilities

A. Department Head

- Participates with Mayor and/or Trustees in the development of annual goals and professional development goals and makes suggestions for revising goals as necessary during the performance year;
- Participates with Mayor and the Trustees in the review and updating of the employee's position description as needed;
- Has a clear understanding of Mayor and the Trustees' expectations and requests clarification if necessary;
- Manages own performance to achieve annual goals, bringing to Mayor and the Trustees attention circumstances that may affect their achievement;
- Seeks performance feedback from Mayor and the Trustees as well as internal and external customers;
- Fully participates in performance discussions; and
- Addresses aspects of performance identified as needing improvement.

B. Board of Trustees

- Seeks input from the Department Head regarding individual annual goals and professional development goals;
- Communicates and documents each employee's performance plan;
- Participates with the Department Head in the review and updating of the employee's position description;
- Meets with the Department Head on a regular basis during the performance year, which should include discussing Department Head's performance as well as progress toward achieving annual goals; documents the discussion when appropriate;
- Addresses instances of poor performance or other significant performance issues in a timely manner;
- If appropriate, seeks feedback concerning the Department Head performance from internal and external sources including external peers, team members, coworkers, suppliers, or others;

- Assists Department Heads whose performance has been identified as needing improvement in one or more aspects to make the necessary improvement;
- Prepares annual performance evaluations within established deadlines, ensuring that all significant performance issues are documented; and
- Meets with Department Heads individually to discuss their evaluations and development needs.
- Support Department Heads in the performance management process; and
- Maintain files and records

A. Planning

At the beginning of the performance year, the Mayor and Trustees, with input from the Department Head, will develop a performance plan. The performance plan includes (a) specific annual goals or objectives and (b) professional training and development goals for the employee. In all cases, employees are expected to meet or exceed the job expectations for the position and perform their job duties; annual goals may be specific projects or targets relating to one or more job duties, or may be particular performance objectives or metrics for completing certain job duties. While based on the employee's position description and the goals of the unit, annual goals will reflect specific needs of the unit for the coming year, including those arising from the Village's strategic goals. The goals should be prioritized, and the Trustees and the Department Heads encouraged to discuss opportunities and the effort needed to achieve higher performance levels. The Trustees will establish a performance plan for the upcoming year within 30 days of the new performance year and will meet individually with each Department Head to discuss the final performance plan and give him or her a copy of his or her plan. If an issue remains between the Trustees and the Department Head concerning the plan, the issue should be resolved by the Mayor.

A performance plan for new Department Heads must be established within 30 days of their start date. For Department Heads whose start date is within 90 (ninety) calendar days of the beginning of their positions' performance year, a performance plan will be established for that next performance year.

When changes to the position description are necessary, the Mayor, Trustees, and the Department Heads will review the employee's position description for accuracy.

B. Methods

The typical method of performance evaluation is a supervisory evaluation. Trustees may consider input from employees in other departments in completing a supervisory evaluation. The Trustees may use a different method of evaluation – for example peer-to-peer evaluations or “360-degree reviews” – provided that they inform the Department Head at the beginning of the performance year of the primary methods or bases the Trustees will use in evaluating the Department Head's performance for the upcoming year.

VI. During the Performance Year

The Trustees may document an employee's performance throughout the Performance Year as needed. Documentation will be maintained in the Department Head file, which can be accessed by the employee as provided above. If during the Performance Year, the Department Head is not performing as expected, the Trustees and/or Mayor will implement an improvement plan and/or provide the employee with a counseling memorandum advising the employee of conduct or behavior that must change and the expected time frame for doing so.

Documentation may include, but is not limited to:

- interim performance evaluations;
- memoranda relating to employees' performance or behavior;
- work samples;
- informal notes; and
- feedback from colleagues and others with whom the employee has professional contact.

If, during the performance year, there are significant changes to the Department Head's core responsibilities, the Department Head, Trustees, and Mayor will jointly revise and initial the changes to the performance plan and, if needed, to the position description.

VII. Performance Evaluation

A. Schedule

Employee performance evaluations will be conducted at the end of each Performance Year. Employees who begin work within 90 (ninety) calendar days of the beginning of a new

performance year may not receive a formal performance evaluation for that performance year provided that the Mayor has completed a 30 or 60 or 90 day review for that employee.

B. Process and Documentation

The Trustees prepare the evaluation, rating the Department Head's achievement level. The evaluation must:

- rate the employee's proficiency in the basic competencies; and
- rate the employee's achievement of the annual goals and/or job objectives.

In addition, as a part of the year-end performance evaluation, the Trustees may provide the employee with an opportunity to complete a self-assessment based on his or her performance plan. The Trustees will provide the performance evaluation documentation to the Mayor for review and approval. The Trustees are responsible for ensuring consistent and appropriate application of the evaluation process and for ensuring that the documents are included in the Department Head file. The Mayor will give the employee a copy of the final performance evaluation at least one (1) business day prior to meeting individually with the employee to discuss it. Employees who are at the Developing Performer level will be provided guidance and training to improve performance. To encourage performance improvement, an employee who is rated an Under-Performer will be given a performance improvement plan or provided a counseling memorandum and re-evaluated in the time period that is set in the performance improvement plan or counseling memorandum to determine whether performance has improved. Employees whose performance continues to be unsatisfactory at the end of the re-evaluation period will be recommended for termination. Notwithstanding the existence of a performance improvement plan or counseling memorandum, a Professional may be removed for cause at any time as provided by New York State law.

VIII. Appealing Performance Evaluations

An employee who disagrees with his or her performance evaluation should discuss the issue with the Trustees, and, within ten (10) business days of having received the evaluation, may request that it be reconsidered. The Trustees may decline to reconsider the evaluation, or may reconsider it and either affirm or revise the original evaluation. This action must be taken within ten (10) business days of the employee's request for reconsideration.

If the issue cannot be resolved with the Trustees, the employee may within ten (10) business days of receiving the Trustees' response, file a written appeal with the Mayor.

The one of the Reviewing Trustees will discuss the appeal with the employee and the Mayor.

Within ten (10) business days of receiving the appeal, the Mayor must respond in writing to the employee. The response should indicate one of the following results:

- the Mayor agrees with the Reviewing Trustees' appraisal of the employee's performance;
or
- the Mayor will revise the evaluation or complete a new evaluation.

The Mayor's decision is final with regard to the performance evaluation. Deadlines described above may be extended to accommodate vacations, or other absences or other reasonable delays.

ADDENDUM 2
AGENDA – April 2, 2019

_____ Clerk offers the following resolution for adoption:

BE IT RESOLVED, by the Board of Trustees of the Incorporated Village of Hempstead, that the Board of Zoning Appeals meets the 1st Thursday of each month at 6:00 p.m. in Village Hall located at 99 James A. Garner Way, Hempstead, N.Y. 11550. Proper Notice pursuant to Section 20 of the Municipal Home Rule Law prescribes a five-day newspaper notice period for a public hearing on a local law. In addition, the Incorporated Village of Hempstead will post the agenda for the Board of Zoning Appeals' monthly meeting by 12:00 p.m. on the Tuesday immediately prior to the Thursday meeting on the Incorporated Village of Hempstead's website.

Moved by Trustee _____

Seconded by Trustee _____

ADDENDUM 3
AGENDA – April 2, 2019

_____ Clerk offers the following resolution for adoption:

BE IT RESOLVED, by the Board of Trustees of the Incorporated Village of Hempstead, that the Planning Board meets the 3rd Monday of each month at 6:30 p.m. in Village Hall located at 99 James A. Garner Way, Hempstead, N.Y. 11550. Proper Notice pursuant to Section 20 of the Municipal Home Rule Law prescribes a five-day newspaper notice period for a public hearing on a local law. In addition, the Incorporated Village of Hempstead will post the agenda for the Planning Board's monthly meeting by 4:00 p.m. on the Friday immediately prior to the Monday meeting on the Incorporated Village of Hempstead's website.

Moved by Trustee _____

Seconded by Trustee _____

ADDENDUM 4
AGENDA – April 2, 2019

_____ Clerk offers the following resolution for adoption:

Does the Board of Trustees wish to authorize to amend the Event/Parade permit form?

WHEREAS, the Village has previously amended Chapter 103 Public Assemblies; Cabarets of the Village Code to permit the Village to assess a fee for costs incurred by the Village for parades, public assemblies and or motorcades;

NOW THEREFORE, the Village has determined that the fee assessed for same shall be equal to 70% of the estimated expense. Except that the Hempstead Union Free School District shall not incur any expense for its Homecoming parade.

Moved by Trustee _____

Seconded by Trustee _____

_____ Clerk offers the following resolution for adoption:

Moved by Trustee _____ that all meeting bills, including self-insurance funds, audited by the Board of Trustees on check warrant dated **April 2, 2019** be approved as previously reviewed.

Seconded by Trustee _____