

**Madison Metropolitan Sewerage District
Commission Subcommittee on the
Executive Director Performance Review Process
Meeting of May 28, 2026**

Location: Virtual - Zoom

In attendance:

- Commissioners/Subcommittee members: Ezra Meyer, Brad Murphy, and Beth Bookland
- District staff: Eric Dundee, Amy Deming, and Kassie Knapstad
- MGT staff: Lee Szymborski, Yolanda Howze, Ashley Eccles

Absence:

- Commissioners/Subcommittee members: Ken Clark

Agenda

1. Call to Order (12:30 p.m.)

2. Approval of 5-11-2026 Meeting Minutes

Action: Motion by Commissioner Meyer, seconded by Commissioner Murphy, to approve the 5-11-2026 meeting minutes with amendments. Motion carried.

3. Project Update and Discussion with MGT

Summary: The subcommittee reviewed the direct reports evaluation and the ELC evaluation. They also discussed the logistics of the goal-setting process and provided feedback on MGT's June 11th draft Commission presentation.

Direct reports evaluation: No edits. The identities of the participants will be shared only with MGT and will remain confidential when survey results are reported to the Commission.

Employee Leadership Council (ELC) evaluation: The ELC will complete this evaluation collectively. The narrative evaluation format aligns with how the ELC functions as a group and interacts with the Executive Director. Add language to question #1 – Performance Management, with a description of what performance management includes (e.g., the ELC achieving goals as a group and individually). Or add language that speaks to how the Executive Director removes barriers to help meet their goals (e.g., How has the Executive Director supported the *ELC and individuals in the organization* in performance management, accountability, and continuous improvement *with their goals?*). Eric and Amy will work with Ashley to finalize the language in the first question.

Goal setting: The Executive Director will develop draft 6-month goals (2-3 goals) and will share them with the Commission for their review, feedback and finalization. The Executive

Director and Commission will work in tandem. The Executive Director's core competencies can aid in developing the goals. The goals should align with the Executive Director's core competencies and the District Strategic Plan. Goals can be rolled over to the next performance period if needed. MGT will facilitate the goal-setting process for the first 1-2 performance evaluation cycles. The Executive Director's goals and Executive Director milestone report will be shared with the Commission for their evaluation. It will not be shared with direct reports' and ELC as part of this process. The new evaluation process will be used starting in July 2026.

June 11th Commission presentation: An individual slide will be added for each Commission touchpoint. In addition to adding a slide to describe the goal-setting process. Amy will draft the Commission Agenda Report (CAR) and will send it to Commissioner Meyer for review.

Subcommittee Direction/Action Items:

- MGT:
 - Note in the manual the incorporation of the Executive Director's goals with the Commission evaluation.
 - Add language to the ELC evaluation question “#1 – Performance Management,” a description of what performance management includes (i.e., the ELC achieving goals as a group and individually)
 - Add an individual slide for each Commission touchpoint and a slide to describe the evaluation process.
 - Evaluation instruments and manual due to Kassie by Monday, June 8th, for incorporation in the Commission meeting packet.
 - Presentation due to Kassie by Tuesday, June 9th, for publishing on the District website.
- Eric: Prepare a milestone report and draft a list of 6-month goals for the upcoming review period (July-December 2026). The goals should be realistic, concise, and fit on one page. In the future, the Executive Director's milestone report and draft goals will accompany the Commission evaluation.

4. Future Meeting Schedule and Topics

Summary: The subcommittee will meet next on Wednesday, June 3rd, to check in with the executive coach. The subcommittee's next touchpoint with MGT will be in July to kick off the mid-year performance evaluation process.

5. Adjourn

Action: Motion by Commissioner Murphy, seconded by Commissioner Meyer, to adjourn the meeting. Motion carried. The meeting adjourned at 2:00 p.m.