



**City of Moorhead
EDA Executive Committee**

**Meeting Agenda
May 15, 2018 at 12:00 PM
City Hall - 1st Floor - South Meeting Room**

<u>ITEM</u>	<u>REMARKS</u>
1. Call meeting to Order / Roll Call	_____
2. Agenda Amendments	_____
3. Approve Minutes	_____
4. Citizens Addressing the Board	_____
5. Unfinished Business	_____
A Motion to Approve an Amended Agenda for the March 23, 2018, Meeting for the Purpose of Going into Executive Session	_____
B Summary of Executive Session	_____
6. New Business	_____
A Mayor Del Rae Williams request to address EDA Executive Committee	_____
7. Adjourn	_____

Upon request, accommodations for individuals with disabilities, language barriers, or other needs to allow participation in Economic Development Authority meetings will be provided. To arrange assistance, call the City Clerk's office at 218.299.5166 (voice) or 711 (TDD/TTY).

Executive Session

Due to the conversation regarding relationship/management issues with the City Manager, Kathy Cochran requested an Executive Session to discuss performance and action plan with Cindy Graffeo. The Executive Committee voted unanimously to convene to Executive Session.

- Executive Session started with an introduction outlining the objectives of the conversation.
 1. Document accountability of the EDA Board of Directors, as Manager of Cindy Graffeo
 2. Document a summary of issues/challenges in the workplace from Cindy's perspective
 3. Determine areas for improvement/management as it specifically relates to relationship with City Manager including specific actions to be taken
 4. Restate Executive Committee performance review – any changes from July 2017 performance review

#1

- Executive Committee outlined that we were accountable as Cindy's Managers to support her success and ensure a safe and productive workplace, listen to her understanding of the issues and provide direction on performance adjustments. Cindy acknowledged our statements.

#2

- Executive Committee asked Cindy to state her understanding of the issues under discussion regarding her relationship with the City Manager, Christina Volkens, and the related improvement plan.
- We discussed the outlined plan created jointly on March 19, 2018 with a sub-set of individuals. It outlined improved communication processes, including an outline of communication expectations.
- It also outlined a request to manage travel and expense management using City requirements and processes. Cindy indicated that she had reviewed the process with City Legal and Mr. Shockley indicated that under the current structure it was not required to follow City approval and that the EDA Board continued to have responsibility for approvals. She indicated (supported by email) that the City Manager held up payment for travel based on the City requirements. Executive Committee took an action to reiterate approval and formally request payment. Executive Committee stated retaliation for this process would not be accepted.
- Cindy acknowledged a relationship/communication frustration with the City Manager, Christina Volkens, but also stated that she was working to communicate as requested.

#3

- Executive Committee requested that Cindy stay committed to supporting the communication requirements of her EDA role, follow the communication requests outlined in the 3/19 meeting. Cindy acknowledged and accepted this action request.

- Executive Committee asked if specific, documented feedback indicating that Cindy was not fulfilling job expectations as outlined in her job description or communicating per the requests from City Manager and both the Executive Committee and Cindy stated no such documented, verbal or written had been provided.

#4

- Executive Committee restated performance review of excellent as documented during Cindy's July 2017 review.