

TO THE HONORABLE CHAIRPERSON AND MEMBERS OF THE GENESEE COUNTY  
BOARD OF COMMISSIONERS, GENESEE COUNTY, MICHIGAN

LADIES AND GENTLEMEN:

WHEREAS, this Board of County Commissioners of Genesee County, Michigan ("Board of Commissioners"), is vested with oversight and governance authority to ensure the effective, ethical, and professional administration of County operations; and

WHEREAS, this Board of Commissioners is committed to investing in and developing its direct reports and maintaining professional standards of conduct, accountability, and operational integrity throughout County leadership; and

WHEREAS, this Board of Commissioners has adopted a policy requiring that it conduct an annual evaluation of all of its direct reports and has therefore conducted a Job Performance Evaluation of Brian D. MacMillan, Genesee County Corporation Counsel; and

WHEREAS, while acknowledging and commending the outstanding contributions Corporation Counsel has made to the progress of Genesee County in accordance with the established and aligned duties of the position, this Board of Commissioners finds it necessary to formally establish performance and conduct expectations and areas for improvement in order to strengthen governance alignment, enhance operational effectiveness, reinforce a respectful and accountable organizational culture, and improve outcomes for the County and its residents; and

NOW, THEREFORE, BE IT RESOLVED, that this Board hereby adopts the attached Performance Expectations and Professional Improvement Plan.

BE IT FURTHER RESOLVED, that a copy of the aggregate evaluation document will be added to the personnel file of Corporation Counsel.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately upon adoption.

Attachment

## **PERFORMANCE EXPECTATIONS AND A PROFESSIONAL IMPROVEMENT PLAN Genesee County Corporation Counsel**

The Genesee County Board of Commissioners, in the exercise of its oversight and governance responsibilities, hereby establishes the following performance expectations and areas for improvement for the Corporation Counsel.

### **Performance Expectations and Areas for Improvement**

#### **I. Follow-Through, Responsiveness, and Proactivity**

Ensure that all requests, assignments, and legal matters are followed through to completion in a timely manner. Anticipate upcoming legal needs, identify potential issues early, and address matters proactively rather than reactively. Provide regular status updates without requiring repeated follow-up.

#### **II. Timeliness and Prioritization of Work**

Complete legal work and respond to Board and departmental requests within reasonable and agreed-upon timeframes. Proactively manage and prioritize workload to meet deadlines and organizational needs.

#### **III. Meeting Preparation and Legal Readiness**

Attend meetings fully prepared to provide legal guidance, analysis, and recommendations. Review agendas and relevant materials in advance and proactively identify legal considerations that may impact discussion or decisions.

#### **IV. Communication, Transparency, and Board Updates**

Communicate clearly and promptly regarding progress, challenges, or delays. Provide regular, clear updates to the Board of Commissioners regarding lawsuits, legal matters, and significant issues or concerns facing the County, ensuring the Board is informed to support effective oversight and decision-making.

#### **V. Collaboration and Working Relationships**

Maintain professional, respectful, and productive working relationships with Board members, department heads, and staff. Foster cooperation and trust through proactive communication and reliability.

#### **VI. Professional Development**

Actively engage in ongoing professional development to strengthen legal knowledge, leadership skills, and effectiveness as Corporation Counsel. Seek

relevant training, continuing legal education, or mentoring opportunities that support improved performance and alignment with organizational needs.

### **Improvement Review Structure**

- I. The Corporation Counsel shall be subject to monthly professional improvement reviews for a period of twelve (12) months from the effective date of this resolution. Such reviews may be discontinued by a two-thirds majority vote of the Board of Commissioners after no less than six (6) months from the adoption of this resolution and the successful fulfillment of this plan.
- II. Reviews shall be conducted by a three-member Board panel consisting of: Chairperson of the Board of Commissioners; Vice-Chairperson of the Board of Commissioners and Chairperson of the Governmental Operations Committee.
- III. Each review shall assess compliance with this resolution.
- IV. Written summaries of each review shall be documented by the three-member panel and maintained in accordance with County policy.

### **Standards**

- I. Failure to fulfill this plan may result in next steps considerations by the Genesee County Board of Commissioners in accordance with County policy and applicable law.

Adopted by the Genesee County Board of Commissioners this \_\_\_\_ day of \_\_\_\_\_, 2026.

### **Acknowledgment and Signatures**

Corporation Counsel (Employee):

\_\_\_\_\_ Date: \_\_\_\_\_

Chairperson, Board of Commissioners:

\_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Director:

\_\_\_\_\_ Date: \_\_\_\_\_