

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 Josh M. Freeman, Genesee County Director of Administration; and

WHEREAS, while acknowledging and commending the outstanding contributions the Director of Administration 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

WHEREAS, this Board of Commissioners has also identified areas of opportunity regarding professional conduct and determines that the implementation of a Professional Improvement Plan for the County Director of Administration is in the best interest of the County and its residents.

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 the Director of Administration.

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

Attachment

PERFORMANCE EXPECTATIONS AND A PROFESSIONAL IMPROVEMENT PLAN **Genesee County Director of Administration**

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 Director of Administration.

Performance Expectations and Areas for Improvement

I. Serving the Direction of the Full Board

The Director of Administration shall ensure that all actions, recommendations, communications, and priorities consistently reflect the needs, direction, and formally adopted decisions of the Board of Commissioners as a whole.

II. Timely and Efficient Completion of Board Requests

The Director of Administration shall complete all requests, directives, and assignments from the Board accurately, efficiently, and within established or mutually agreed-upon timeframes, and shall provide proactive communication regarding progress, obstacles, or anticipated delays.

111. Adherence to Role Authority and Governance Structure

The Director of Administration shall operate strictly within the formal job description respecting the governance structure, delegated authority, and policy direction established by the Board of Commissioners.

IV. Professionalism and Personal Conduct

The Director of Administration shall maintain the highest standards of professionalism, discretion, and appropriate personal conduct in all interactions, communications, and decision-making.

V. Attitude Toward Residents, Elected Officials, and Staff

The Director of Administration shall demonstrate a respectful, collaborative, and service-oriented attitude in all interactions with residents, elected officials throughout the County, and internal staff.

VI. Focus on Core Job Duties and Responsibilities

The Director of Administration shall maintain consistent focus on assigned job duties and responsibilities, prioritizing tasks and initiatives that align with the defined role and the Board's established goals and objectives.

Improvement Review Structure

I. The Director of Administration 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; professional conduct and communication; adherence to governance protocols; and interactions with commissioners, staff, and external stakeholders.
- 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

Director of Administration (Employee):

_____ Date: _____

Chairperson, Board of Commissioners:

_____ Date: _____

Human Resources Director:

_____ Date: _____