



**CHURCHILL COUNTY COMMISSIONERS
CC COMMUNICATIONS MANAGEMENT
CHURCHILL COUNTY, NEVADA**

899 South Maine Street
Mailing Address PO Box 1390
Fallon, Nevada 89407
(775) 423-7171 Ext. 1215
Fax: (775) 423-0317

Contact Person: Shelly Bunyard, Administrative Assistant
E-mail: shelly.bunyard@cccomm.co

******NOTICE OF PUBLIC MEETING******

AGENDA
PLEASE POST

PLACE OF MEETING: Churchill County Administrative Building, Commission Chambers,
155 North Taylor Street Suite 145, Fallon, Nevada

DATE & TIME: December 5, 2024 at 1:45 PM

TYPE OF MEETING: Regularly Scheduled CC Communications Management Meeting

If you wish to make public comment, you may provide them at the meeting or via email, no later than 4:30 PM the day before the meeting, to shelly.bunyard@cccomm.co.

Notes:

- I. These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter 241). Except as otherwise provided for by law, these meetings are open and public.***
- II. Action will be taken on all Agenda items, unless otherwise noted.***
- III. The Agenda is a tentative schedule. The CC Communications Management Board may act upon Agenda items in a different order than is stated in this notice – so as to affect the people’s business in the most efficient manner possible.***
- IV. In the interest of time, the CC Communications Management Board reserves the right to impose uniform time limits upon matters devoted to public comment.***
- V. Any statement made by a member of the CC Communications Management Board during the public meeting is absolutely privileged.***
- VI. All persons participating in the meetings are put on notice that an audio and video***

recording is made of these meetings.

AGENDA:

1. **Call to Order.**
2. **Public Comment.**
3. **Verification of Posting of Agenda.**
4. **Consideration and possible action re: Approval of Agenda as submitted or revised.**
5. **New Business.**
 - A. Consideration and possible action re: General Manager Annual Performance Evaluation for 2024 conducted pursuant to NRS 241.031.
6. **Reports: General Manager Report.**
7. **Affidavit of Posting:**
8. **Public Comment.**
9. **Adjournment.**

STATE OF NEVADA)
 : ss.
County of Churchill)

*I, **Shelly Bunyard, Administrative Assistant**, do hereby affirm that I posted, or caused to be posted, a copy of this notice of public meeting, on or before the **27th day of November, 2024** between the hours of **1 pm and 5 pm**, at the following locations in Churchill County, Nevada:*

1. *Churchill County Administration Building, 155 N. Taylor St., Fallon, NV;*
2. *The CC Communications Website @ www.cccomm.info;*
3. *The State of Nevada Website @ <https://notice.nv.gov/>.*



Shelly Bunyard, Administrative Assistant

Shelly Bunyard, Administrative Assistant, who was subscribed and sworn to before me this November 27, 2024



Pamela D. Moore, Deputy Clerk to the Board

Endnotes:

Disclosures:

**CC Communications is an equal opportunity provider and employer.*

Accommodations/Nondiscrimination:

**Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the CC Communications Executive Office in writing at P.O. Box 1390, Fallon, NV 89407 (Attn: Shelly Bunyard), or by calling 775-423-7171 ext. 1215 at least two days in advance.*

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies or complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible agency [(775)423-4092] or USDA's TARGET Center at (202)720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800)877-8339. Additionally, program information may be available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the Complaint Form, call (866)632-9992. Submit your completed form or letter to USDA by:*

1. *Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*
2. *Fax: (202)690-7442; or*
3. *Email: program.intake@usda.gov.*

Procedures:

**The public meetings may be conducted according to rules of parliamentary procedure.*

**Persons providing public comment will be asked to state their name for the record.*

**The CC Communications Management Board reserves the right to restrict participation by persons in the public meeting where the conduct of such persons is willfully disruptive to the*

people's business.

**All supporting materials for this Agenda, previous Agendas, or Minutes are available by requesting a copy from the CC Communications Office, 775-423-7171 ext. 1215. During the meeting, there will be one copy available for public inspection. Additional copies are available by making the request from the CC Communications Office. You are entitled to one copy of the supporting materials free of charge.*



CC Communications Agenda Report

Date Submitted: November 25, 2024

Agenda Item #: New Business - A
Meeting Date Requested: December 5, 2024

To: Board of Churchill County Commissioners
From: Victoria Hagerty, HR Generalist presented by Jamie Hyde, Chief Financial Officer
Subject Title: Consideration and possible action re: General Manager Annual Performance Evaluation for 2024 conducted pursuant to NRS 241.031.

Type of Action Requested: Accept

Does this action require a Business Impact Statement? No

Recommend Board Action: motion to approve the General Manager/CEO aggregate performance evaluation as compiled and presented.

Discussion: The General Manager is due for an annual performance evaluation by the Board. Pursuant to NRS 241.031, together with the AG Opinions, the Open Meeting Manual, and interpretation of these sources, the evaluation must be conducted in an open meeting. Individual Board members have previously completed evaluation forms and the HR Generalist has compiled those forms into a summary that shows the aggregate ratings. At this time, the Board, as a public body, must review this summary and produce an evaluation attributable to the Board as a whole. The Board may choose to discuss and refine any aspect of the aggregate ratings. Thereafter, in order to finalize the evaluation process, the HR Generalist will need a motion to approve the evaluation summary.

Job Knowledge	4.67
Interactions / Communications	4.33
Job Productivity	4.67
Planning	5.00
Public Relations	4.33
Work Environment and Safety	4.67
Overall Performance	4.67

Comments included in the evaluation recommend the General Manager/CEO receive a 5% increase.

Alternatives: N/A

Fiscal Impact: Amount already included in the 2024/2025 budget

Explanation of Impact: N/A

Funding Source: Current 2024 - 2025 Budget

Prepared By: Shelly Bunyard, Administrative Assistant

Reviewed By:



Mark Feest, General Manager

Date: November 26, 2024



Jamie Hyde, Chief Financial Officer

Date: November 26, 2024

Board Action Taken:

Motion: _____

1) None

Aye: 0

2) None

Nay: 0



(Vote Recorded By)

The submission of this agenda report by county officials is not intended, necessarily, to reflect agreement as to a particular course of action to be taken by the board; rather, the submission hereof is intended, merely, to signify completion of all appropriate review processes in readiness of the matter for consideration and action by the board.

Conversion of Performance Evaluation Rating to Salary Increase

Using a conversion scale of	Excellent	5
	Good	4
	Satisfactory	3
	Fair	2
	Unsatisfactory	1

Method 1

Total Points Awarded	Average	Points
Commissioner 1	4.29	26
Commissioner 2	4.71	28
Commissioner 3	<u>5</u>	<u>30</u>
Total	14	84

Method 2

Taking the total points awarded from all three Commissioners (84) divided by 18 (the total items rated) equates to 4.67 composite rating.

Conversion to monetary Increase

The monetary implications of the evaluation process are delineated in the following conversion of rating score to percent of salary increase. This conversion is the same one used for all supervisors and managers.

<u>Performance Rating</u>	<u>Percentage Increase</u>
Overall score of 4 or above	5% increase
Overall score of 3.5 - 3.9	4% increase
Overall score of 3 - 3.4	3 % increase
Overall score below 3	increases withheld until corrective action plan is successfully completed.

Therefore, based on the performance evaluation done by the Board of Commissioners for Mark Feest on this date, we recommend he receive a 5% increase.

_____	<u>December 5, 2024</u>
Commission Chairman Signature	Date
_____	<u>December 5, 2024</u>
Commissioner Signature	Date
_____	<u>December 5, 2024</u>
Commissioner Signature	Date

Written Comments on Mark Feest Performance Evaluation Form- 2024

Responsibilities

General Manager/CEO

Creating and implementing growth strategies and areas, oversees daily business operations, controls budget and optimizes expenses.

Accomplishments (since last evaluation)

Continued growth of Broadband Internet.

Major growth into new sectors and areas of Nevada, continued progress in equipment and infrastructure.

I. Job knowledge

Very knowledgeable of regulations.

Excellent understanding of his job, understands all aspects. Tracks all related political movements, federal regulations, and local markets.

Mark is very knowledgeable of his job responsibilities.

II. Interactions/Communications

Communicates well with staff.

Great communication with CComm employees and county staff

Mark interacts very well with elected officials and others.

III. Job Productivity

Promote and train employees.

Completes all ask and deadlines in a timely manner, furthermore makes an effort to keep elected officials aware of business movements.

Mark is innovative and he understands his responsibilities with his employees.

IV. Planning

Has goals set to expand into new areas.

Has an excellent plan for CComm growth , including new technologies and areas for expansion

He listens and demonstrates problem solving skills.

V. Public Relations

1) Presents well at board meetings. 2) Improved notifications to public.

Always prepared for board meetings, with ample amount of explanation.

Mark is always very well prepared for presentations and is able and willing to communicate with commissioners.

VI. Work Environment and Safety

The new facility is very safe work environment. It wouldn't have happened without Mark.

Overall Performance

Great ideas for future growth and funding.

He is great at what he does.

Action Plan

Major Strengths:

- 1) Leadership, 2) growth plans

Communication, Leadership, knowledgeable of the industry

Communication

Ethics

Knowledge of the work of CC Comm

Areas of Improvement:

- 1) Continue to keep County Commissioners informed
- 2) Continue to keep public informed of outages

Communication with citizens about CCComm about service interruptions

N/A

Goals for Next Rating Period:

Growth, grants and regulations along with budget.

Continue with new market opportunities, Spring Creek progress.

Spring Creek and new industries in Churchill County

Recommendation

5% Merit Increase