

# **Confidential Release**

**Case Number: 93-1408-EL-CSS**

**Date of Confidential Document:**  
**August 26, 1994**

**Today's Date:**  
**August 6, 2009**

**Exhibit 141- Performance Appraisal**

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# PERFORMANCE APPRAISAL

## Individual Development

EMPLOYEE'S NAME

JWR (ow-a-us)

CURRENT JOB TITLE

Com Sign

DIV/DEPT.

LOCATION

REVIEW PERIOD

of 1993 (for 3/194)

EXHIBIT

1141

EXHIBIT

Ronald A. Weller  
3/14/94

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# I. Job Definition Discussion

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JW 2nd - 4110:  
William J. Machine

Marketing Supervisor

## Job Definition Discussion

### JOB CONTENT

List major job responsibilities and indicate importance.

- (A) = Extremely Important
- (B) = Important
- (C) = Somewhat Important

#### A. Sales Goals and Objectives

To stay down in Sept  
to goal 100  
(C+3)

1. Meet all sales goals and objectives. *& Directed others*
2. Ensure definition of, preparation of and appropriateness of Section's plans and objectives.
3. Review goals and results and provide analytical commentary to Department Superintendent at least monthly. *continuing*
4. Determine and recommend appropriate training for direct reports.
5. Maintain time-off targets.
6. Conduct, at least monthly, review of each Representative's progress on goals and recommend and implement plan changes if needed.
7. Go with Representatives on field calls at least 2 per month. \*
8. Provide appropriate communications with Division Departments to ensure efficient flow of work.
9. Provide requested reports and responses in an informative and timely manner.

#### A. Political and Community Relations

Did you  
up  
Main

1. Attend 80% of assigned political entity Council or Trustee meetings.

2. Follow-up within 24 hours on any political complaint or request.

Maintain frequent contact with others at City/Township Hall to ensure solid relations.

1. Meet established targets with special emphasis on safe driving techniques to avoid vehicle accidents.

2. Implement STOP (Safety Program).

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PERFORMANCE APPRAISAL WORKSHEET

of 1993 1/11/94

### STANDARDS

Define the expected level of performance for each of the major responsibilities. Remember these are the performance standards that describe the acceptable level of performance for the position.

#### A. Administration

yes  
yes  
ok

1. Determine and recommend appropriate training for direct reports.
2. Maintain time-off targets.
3. Conduct, at least monthly, review of each Representative's progress on goals and recommend and implement plan changes if needed.

goal

4. Go with Representatives on field calls at least 2 per month. \*

5. Provide appropriate communications with Division Departments to ensure efficient flow of work.

6. Provide requested reports and responses in an informative and timely manner.

7. Attend 80% of assigned political entity Council or Trustee meetings.

8. Follow-up within 24 hours on any political complaint or request.

Maintain frequent contact with others at City/Township Hall to ensure solid relations.

1. Meet established targets with special emphasis on safe driving techniques to avoid vehicle accidents.

2. Implement STOP (Safety Program).

#### B. Safety

NA

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## II. Performance Review Discussion

Documented & discussed  
the extent to which they have/have not met  
the standards established in the defining  
discussion.

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7-15-1997

Attained 100% of Sales Goals -  
C&I; you are only the 2nd to do so!!!!  
Good time-off + assist needs.  
Monthly Planning was done.  
Good political relations  
in Yo, (Poland/US (1))  
(Other Party (2))  
(et seq X)

"Royal" significant role as a agent  
of yo Thermometer (JUL) to monitor &c  
Documented in written Practice  
Plans (See Annex that).

Directed, organized for allies + cust:  
1) Inity Page Update / go online  
2) Below only 11/93.

Good job of preparing TAC for  
long-term supervisor's job.

Guide ~~initial~~ follow-up to  
init. Proj by June 2nd

Guides & direct info. to Udo  
on 2/21/94 (1994)

Tel part in scheduled and/or  
specifying assigned training.

Complete Aspirations  
assignment successfully.

### **III. Contributing Circumstances**

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Purchased the flight 4/10/93, which turned out to be with  
fellow employees costs, which has been confirmed +  
of all. Has established leadership position + is  
confident. Good qualities exhibited in working environment.

### **IV. Overall Performance Statement And Rating**

Make a brief statement summarizing the  
overall performance of this employee and  
state the rating

Performance consistently meets job standards  
+ Please.

Rating is F.C.

C

Releas Signature RJL

Approval EHC

Date

1/11/94

Other

Please attach resume, if necessary, and return to Human Resources & Industrial Relations Department

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## V. Employee Comments

Employee's  
Signature

Carmen A. Fuentes

I have reviewed and discussed my performance appraisal with my supervisor.

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2/18/94

Bell & Howell

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RVC **68156**

LOCATION Youngstown Division

DATE September 20, 1991

PAY  
VENDOR  
NUMBER

ITEM	AMOUNT	RES.	AREA	TASK	SID	WFO	CC
Assistance payment for installation of electric chilling equipment at Mahoning County Justice Center	\$140,000.00	MC	7476	C9000 YRN11			

TO: ACCOUNTS PAYABLE SECTION

PLEASE ISSUE VOUCHER CHECK PAYABLE TO:

NAME Mahoning County Treasurer  
(c/o Jail Project)  
STREET 120 Market Street  
CITY Youngstown, Ohio 44501

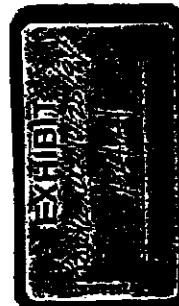
MAILING INSTRUCTIONS FOR VOUCHER CHECK

Return check to:  
J. W. Rowlands  
Youngstown Division

APPROVALS (SEE ACCOUNTING BULLETIN M-10)	BY	DATE
<u>W. J. Robins</u>	<u>E.T. Carty</u>	<u>9/20/91</u>
DATE <u>9/11/91</u>		

REQUESTED BY:  
J. W. Rowlands

Department?



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