

## OCDD Executive Committee:

**Date:** Monday, 2/6/23

**Time:** 2pm – 3pm

**Attendees:** Eddie Plourde, Rosa Belem Ochoa, Daniel Alrick, Nicola Spears, Ben Hoffman, Em Braman, Isabel – Interpreter, Leslie Sutton, Sara Kliewer. Guests: Lesley Erickson (ODHS Contracts Unit); Sheryl Matney (iTACC)

- **Introductions**
  
- **Discussion - How the Council works with the Contracts Unit (Lesley Erickson, ODHS Contracts Unit)**
  - As part of ODHS, the Council has access to ODHS supports, which includes the Office of Contracts & Procurement (Contracts Unit).
  - The Contracts Unit helps to support the Council in getting contractors and making sure correct processes, statues, and laws are followed.
  - The rules require if we are spending more than \$10,000, we must go through a “competitive process.” The Contracts Unit specializes in this process – Leslie goes to the Contracts Unit, shares the idea and budget for what the Council wants, and the Contracts Unit helps to direct the process.
    - Some processes are quick (a few days) and some processes take longer (a few months or longer).
  - Leslie isn’t able to “make the call” if the Council uses a certain process; the Contracts Unit helps direct us to follow the right process.
  - Eddie asked if Leslie and Lesley can provide a flowchart type of document to explain the steps of funding to contracting, to show at the upcoming Council meeting.
    - Nicola agreed, as did Ben and he suggested to keep it high level at the Council Meeting because contracts can get complicated. Leslie and Lesley agreed to provide this information.
  
- **Develop timeline for Executive Director Review (Sheryl Matney, iTACC)**
  - The Executive Director review has not happened for several years. Last year, two surveys were developed by getting questions from other sources. However, there were not sufficient responses.
  - Daniel clarified he and Lindsay have the results of the surveys received. Due to a low number responses, they were unable to present the results in June 2022. In August, several folks voiced concerns that the survey results were no longer current and asked to start over.

- Eddie asked Sheryl if she can help to create and distribute an executive director review, Sheryl agreed to support.
  - The goal is to complete the Executive Director Evaluation in time for June 2023 Council Meeting.
    - Sheryl clarified the following steps:
      - Need to determine the overall process.
      - Reminder: Council Members shall evaluate the director (not Council staff or other parties such as non-profit staff).
      - Recommend distribute survey in early April, with a two-week time limit to complete the survey.
      - The findings from the review first need to need to be discussed in the Executive Committee; then the Executive Committee will discuss the results with the director. Once the discussions have happened, the results can be presented at the June Council meeting.
      - The questions in the evaluation need to be aligned with the director’s job description (ability to perform key job duties).
      - Eddie asked if we could receive some additional support with a couple of additional meetings, to create the evaluation. Sheryl agreed to provide guidelines.
        - Sheryl clarified the review development cannot be done in secret. Leslie does need to know what she is being evaluated on (must be in her job description).
      - Nicola echoed Eddie’s ask for a couple of additional meetings to develop/create the evaluation. Em agreed, to help this move forward.
    - Updated timeline: Distribute survey on April 10<sup>th</sup>, close on the 21<sup>st</sup>. May 1<sup>st</sup> Executive Committee to review findings. Executive Committee must then agree on the content of the report to share with the full Council.
      - Executive Committee will schedule additional meetings (30 minutes) to work on survey development, 2pm – 2:30pm on:
        - February 27
        - March 13

- **Finalize Council Meeting Agenda**
- **Adjourn**