

OCDD Executive Committee:

Date: Monday, 2/27/23

Time: 2pm – 2:30pm

Attendees: Eddie Plourde, Rosa Belem Ochoa, Daniel Alrick, Nicola Spears, Em Braman, Lindsay Stephens, Joy – Interpreter, Leslie Sutton, Sara Kliewer. Guests: Sheryl Matney (iTACC)

- **Introductions**

- **Draft Executive Director Review Policy Development:**
 - Eddie asked if there is a document to outline this process, in diagram form
 - Sheryl provided a written draft option to utilize in building OCDD's policy and process for review and will provide a graphic next meeting.
 - Reviews are only applicable for the Executive Director, not any other OCDD employees.
 - Evaluation policies should have clear definitions, expectations, development plans, and responsibilities.
 - The completed evaluation will need to be provided to the ODHS HR Liaison by July 1st and upload the information into Workday.
 - Em asked about evaluations being open to community partners/staff. Sheryl stated that only Council Members have authority to discuss and perform the evaluation. Want to ensure the Council is staying in compliance with the federal law. Daniel spoke to the time frame and recommended to have only the Council evaluate.
 - Nicola asked when the evaluation is due and if Council Members and staff are to evaluate. Sheryl confirmed that only Council Members can evaluate. Daniel stated the evaluations should be provided and completed by April 10th. The next Council Meeting is April 28th and Sheryl stated we could use the meeting time to complete the evaluations. Eddie asked if it would be possible to have the evaluation completed, so we can distribute it to folks at the in-person April meeting.

- **Next Steps:**
 - Sheryl will make some changes to the written draft policy and send back.
 - Need to figure out when the Council will review, discuss, and approve the policy so that we can use the evaluation. Need to also think about timelines if we present the evaluation form at the April Council Meeting and need to make changes.
 - Sheryl will put the policy into a diagram/graphic form.
 - Sheryl will look at procedures for gathering community partner/staff input, and what the policy looks like for Oregon.