

OCDD Executive Committee:

Date: Monday, 3/6/23

Time: 2:00pm – 3:15pm

Attendees: Eddie Plourde, Rosa Belem Ochoa, Rosa Belem Ochoa, Lindsay Stephens, Em Braman, Benjamin Hoffman, Daniel Alrick, Nicola Spears, Isabel – Interpreter, Madai – Interpreter, Leslie Sutton, Sara Kliewer.

Guests: Sheryl Matney (iTACC)

- **Executive Director Review Policy Development:**
 - Sheryl provided a copy of the updated draft document; the Executive Committee reviewed the document during the meeting.
 - ACTION: Leslie will send documents for translation, then will provide all documents to the Executive Committee via email.

- **Performance Reviews Process:**
 - Once the Executive Director Review surveys have been completed and gathered by the Council Chair, the summary is to be shared with a closed session; however, the Executive Director can request an open session if desired.
 - The Performance Review procedure (in development) includes the information where the ODHS Liaison will put the information into Workday. Once that step has been taken, the ED Review is formally completed.
 - Sheryl confirmed the Executive Committee outlines the review process and survey, then can share this with the entire Council for feedback. Council deliberations on the policy and survey must be public (open) sessions.
 - Question from Nicola: what are the rights that protect the Council, if we feel it might not be a fair evaluation based on bias? Answer: Council members should answer the questions based on their own experiences and should not consider conversations with or opinions of other individuals. Council members should complete this survey independently and if needed, get support from people not connected with the Council. If the review process is biased, the Council is at risk. Part of the process is for the ODHS HR liaison to also review the process, review the survey.
 - Question from Em: What about input from others outside of the Council, such as 360 Reviews (including staff and board members)? Answer: Federal statute assigns the ED Review to Council Members only. Other states may include specific statutes which involve other individuals, but Oregon must be sure to review state policy and statutes. The Council can only evaluate the Executive Director (not other Council staff). There can be different processes, classification types or statues in other states. In regard to Community Partners, any grantees

should not be evaluating the director – people who receive funding from the Council have an inherent conflict of interest.

- **Survey Questions:**

- Sheryl provided a draft of a Council Member Survey.
- Information provided in the survey is confidential, cannot be discussed outside of an Executive Committee Meeting.
- Once questions have been agreed upon, the survey needs to also be reviewed by ODHS HR, to make sure it fits the state's format and rules.
- Question from Eddie: Can folks who have difficulty reading get support to complete their surveys? Sheryl suggested having support folks (non-Council Members) to assist. Leslie suggested that during the in-person meeting, we can utilize available space.
- Eddie suggested a special full Council meeting in March to ensure we can get it reviewed, approved, then complete the survey in the April in-person meeting.
- Question from Em: How do we know these questions are based on the position description? Answer: Sheryl can look at that and tie it more directly to the position description.

- **Next Steps:**

- Next Executive Committee Meeting: March 13th, 2:00 – 2:30pm
- Next meeting: Will discuss the survey, next steps for ODHS approval of the process and survey plus Council approval of the process and survey.