

## OCDD Executive Committee:

**Date:** Monday, 3/13/23

**Time:** 2:00pm – 2:30pm

**Attendees:** Eddie Plourde, Em Braman, Daniel Alrick, Ben Hoffman, Rosa Belem Ochoa, Lindsay Stephens, Joy – Interpreter, Leslie Sutton, Sara Kliewer

**Guests:** Sheryl Matney (iTACC)

- **Executive Director Review Policy Development:**
  - Daniel and Lindsay worked with Sheryl to develop the policy and survey questions, to make sure it aligned with the position description.
  - Leslie shared a copy of the Policy and Process
  - Sheryl described changes in the document:
    - Changed DSA (Designated State Agency) to ODHS (Oregon Department of Human Services)
    - Performance Review Process:
      - Added wording about Council Member support/assistance – a non-Council member will be provided to offer support.
      - Included that the Executive Committee will provide a summary and recommendations for the Council to consider
      - Council will follow Oregon Open Meetings Law procedures, for an executive session meeting.
  - Em asked, does the Council need to agree or vote on the Summary? Sheryl pointed out the process says a time will be noted on the meeting agenda for additional comments and discussion before accepting the recommendations or placing any contingencies. Ben asked, does this mean that acceptance is done by majority vote? Sheryl asked what the by-laws say and that will direct the Council. Em, Ben, and Eddie agreed that this process should be exceedingly clear: The Council will vote on accepting recommendation or address any contingencies according to by-laws.
- **Executive Director Evaluation Survey:**
  - Daniel, Lindsay, and Sheryl reviewed the Executive Director’s position description, and made sure the survey mirrored the description.
    - Some questions were deleted because they were not outlined in the position description, some deleted because they were repetitive, some questions were combined or rephrased to be clear (and provided examples) and added two questions (about performance evaluation).
    - In total, 16 questions in the revised survey.

- Changed in instructions: If mark “Exceeds Expectations” or “Needs Improvement” on any question, you must indicate why in the comments area.
- Eddie asked that PM, PR, FM, and LPP are explained. Sheryl agreed and will include definitions so it’s easier to read.
- Policy and Survey Questions will be provided to ODHS for review the document and make sure they don’t violate any Oregon laws or state personnel policies. Daniel hopes to have this completed and available to review at next week’s meeting.
  - Ben motions to accept and provide documents to ODHS HR, and Eddie seconds the motion.
    - Approve: 5
    - Abstain: 0
    - Opposed: 0

**Decision:** Executive Committee approves moving the documents to ODHS HR.

- **Next Steps:**

- Next Executive Committee Meeting: Monday, March 20<sup>th</sup>: 1pm – 2pm
- Follow-Up from previous Executive Committee Meeting: Will discuss a special full Council Meeting