

OCDD Executive Committee:

Date: Monday, 3/20/23

Time: 2:00pm – 3:00pm

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

Guests: Sheryl Matney (iTACC)

- **Executive Director Review Policy / Survey Questions – sent to ODHS HR:**
 - Daniel reported he heard back from HR regarding the ED Review. Want to ensure there is space for positive feedback and to include a space for the Executive Director to provide rebuttal to also be included in the personnel file.
 - Sheryl confirmed the following:
 - In 6.1.1, there is a statement that says, “including positive feedback or any concerns for improvement.” Since positive feedback is already included, there will be no changes to this section.
 - Item about opportunity for rebuttal – this is standard operating procedure for state personnel
 - Section 7.1.1, ED is asked to sign the performance evaluation, as acknowledgement that the evaluation was received, not necessarily that they agree. If ED disagrees with the evaluation, they can address the areas of concern within a comment section.
 - May change to “address the areas of a concern with a rebuttal” – Sheryl will update this section.
 - Eddie motions to approve the questions and policy with the correction as noted. Nicola seconds.
 - Approve: 5 (unanimous)
- **Next Steps:**
 - Council will need to review and approve the Executive Director Review Policy and Survey Questions. Daniel will likely call a special meeting to approve the policy and questions, prior to conducting the survey at the in-person April 28th Council Meeting.
 - Daniel proposes having a meeting during the week of April 10th – 14th
 - Em suggested using a Doodle Poll to find the best date/time for most Council Members.
 - Sheryl reminded that Council Members should participate and have the support to participate in the evaluation process but cannot rely on

another Council Member to complete the form for or with them. Nicola wanted to make sure there will be adequate time to fill out the survey during the April Council Meeting – this is confirmed.

- Lindsay asked about using paper and electronic surveys. Sheryl stated we can make an electronic version available, as Nicola and Lindsay reminded that some folks may attend via Zoom. Sheryl stated that we will need to ensure that only Council members complete the online survey. They can't forward it to others who are not Council members.
 - Daniel and Lindsay will collect the data from the evaluation; once information is gathered and organized, Daniel is required to provide the report to Leslie. Sheryl added to clarify the process, the Council members fill out the evaluation survey, surveys are given to Daniel, Daniel brings the info to the Exec Committee for review and summary. Then, the Exec Committee will develop a summary for the Council, with recommendation for the Council to consider (in June). This can be an open or closed meeting. The Council can accept the recommendation, have additional discussion, may vote to accept, accept with additions. Once is all complete, then it will be sent to ODHS HR. The entire evaluation results will be presented to the Executive Director after the June meeting (before July).
 - There will be another Executive Committee Meeting scheduled for June 5th at 2:00pm to help prepare for the June Council Meeting.
- Em asked about Council re-elections. Leslie and Daniel confirmed we will need to re-elect in August, but we will begin discussions in June. Daniel stated he will step down as chair in August and his term on the Council ends in October.