

# Oregon Council on Developmental Disabilities (OCDD)

## Executive Director Annual Evaluation

---

### **PROCESS STEPS** FOR COUNCIL MEMBERS

CREATED BY JULIE FARRELL, CHAIR, OCDD, SEPT 2023  
MODIFIED 30 NOV 2023

# DD Act Requires

---

COUNCIL MEMBERS, AS A WHOLE, EVALUATE THE  
EXECUTIVE DIRECTOR ANNUALLY

# Office of the Governor of the State of Oregon

---

EXECUTIVE ORDER NO. 13 -14 November 18, 2013 Signed by Governor Kitzhaber

Paragraph 3 states:

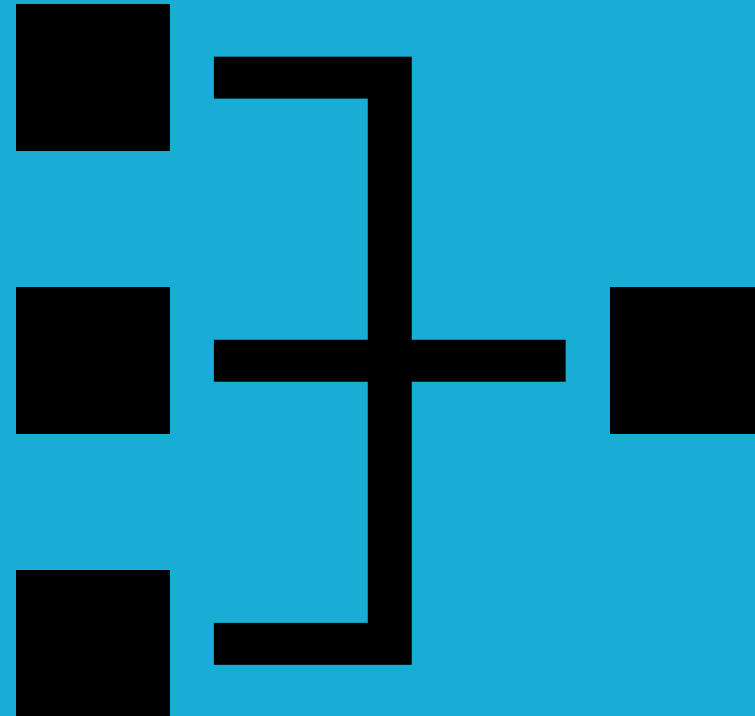
“The Council shall recommend to the Governor through the designated state agency, a staffing pattern adequate to carry out its duties and functions. **Consistent with state law, the Council shall recruit, hire, supervise, and evaluate the Executive Director. The Administrator of the Designated State Agency shall appoint the Council’s Executive Director upon decision of the Council.** Other Council staff shall be appointed upon the recommendation of the Council Executive Director, within the Council’s hiring authority.”

# Process Steps

Identify Responsible  
Person(s)

Identify State laws and  
Processes

Develop general process  
and timeline



# State laws and processes

What other state laws or processes exists with evaluating employees?

How do we get those answers?

Have we identified all state laws and processes?

How did the Council evaluate Exec. Directors in the past?

The Council may request and negotiate support that is provided by the Designated State Agency (DSA) as stated in the DD Act. Executive Order 13-14 designated the Department of Human Services as our DSA. An Interagency agreement says that ODDS, DHS is our Designated State Agency.

Independently Identified State employment laws

ORS 659A. Unlawful Discrimination, labor, employment; unlawful discrimination

- race, color, religion, sex, sexual orientation, national origin, marital status, or age.

- injured workers, leave related to military service

-discrimination against persons with disabilities

-pregnancy, whistleblowers, housing... etc...

# Develop Process and Timeline



---

WORK TOGETHER

COLLECT IDEAS

# Questions to answer

What will the process look like?

What is the timeline for each step leading up to the evaluation?



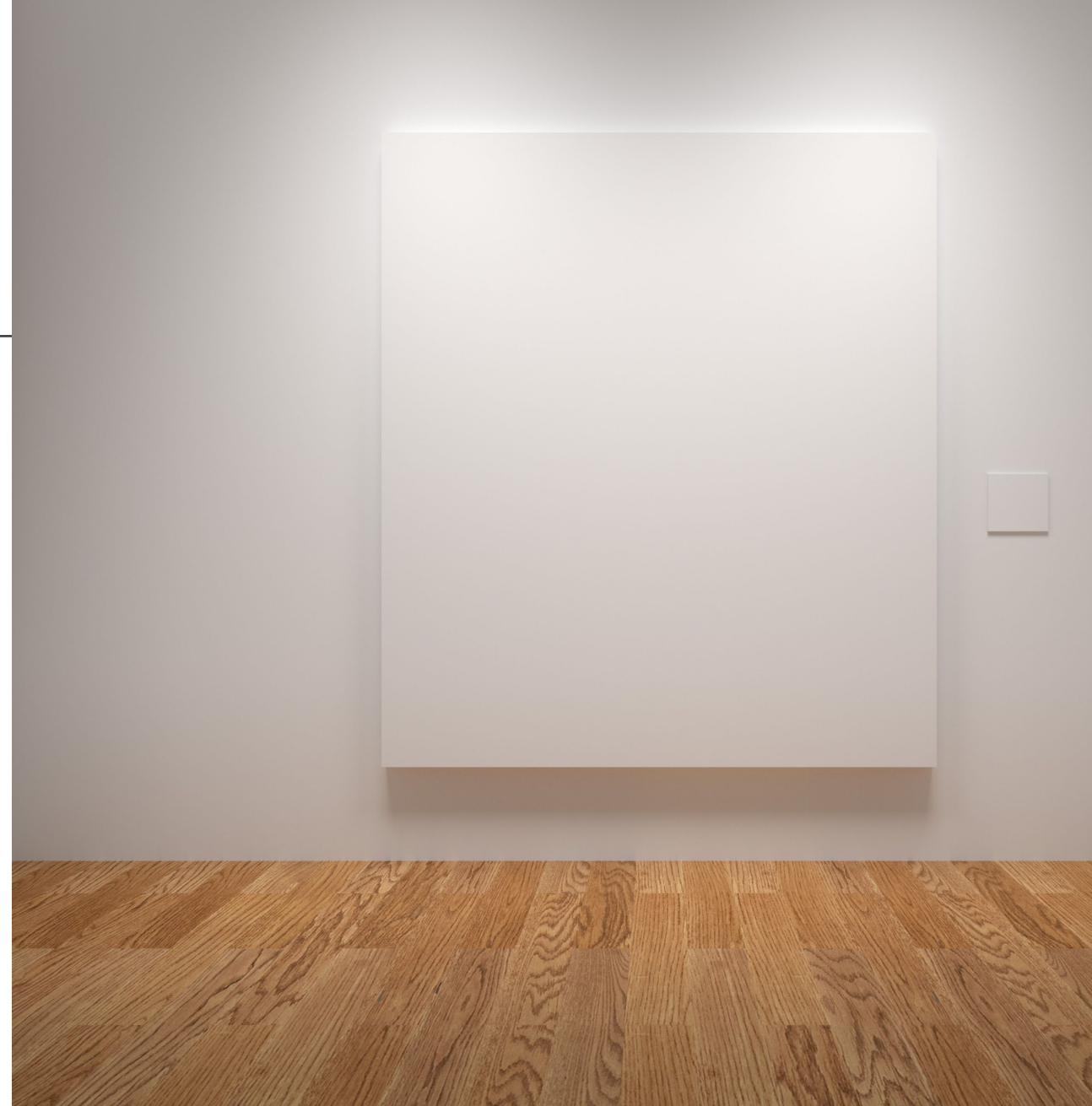


# The evaluation is important for providing feedback on job performance

---

## CAN INCLUDE:

- Highlights and accomplishments from the year
- Areas for improvement
- Plans for Professional Development
- Goals for the coming year
- Other items





# Proposed Process and timeline

---

The Executive Committee will

1. **Update survey questions** in First quarter of fiscal year (Oct) to give to **full council for approval** or modification in Second quarter of fiscal year (Feb. 2024).
2. With the help of staff, present **survey at an in-person meeting** in Third quarter of fiscal year (April 2024) of **each year**.
3. Write an **evaluation letter** which includes survey question results and any relevant paragraphs. Present the letter to the full **Council for approval** or rarely modifications in Fourth quarter of fiscal year (Aug 2024)
4. Forward the Council approved letter to the **Executive Director. (360 degree review)** within 2 weeks.

# Proposed Process

---

The Executive Director will \_\_\_\_\_:

1. Read survey results along with other comments.
2. Add highlights and accomplishments for the year, professional development plans, goals for the coming year, and any disputes if necessary.
3. Return to the Chairperson by the end of the Fourth quarter September 30.

# Proposed Process

---

## The Chairperson will

1. Add any last comments.
2. Present to the full Council for approval or modification and final approval in the first quarter of the fiscal year (Oct 2024)
3. After approval, present to the Executive Director in a Special Session, in the first quarter of fiscal year (Oct 2024).
4. Forward a copy of the evaluation letter to the Oregon Department of Human Services Director, Oregon Office of Developmental Disabilities Services (ODDS) via the Oregon Department of Human Resources Director (DSA in Executive Order) and a copy to the Oregon Department of Human Resources Director. Keep copy in Council files for at least the duration of employment but, not shorter than 3 years and in accordance with Oregon Record keeping laws.

# Proposed Process and timeline

---

The Executive Director Evaluation ad hoc Committee or Staff will

Without deliberating or making recommendations to the full council, in an open public meeting, supported and attended by staff, ...

1. Gather prior minutes comments to ensure council concerns are collected and identified and provide to the Executive Committee.
2. How else can an ad hoc committee be utilized while also keeping within the public meeting laws?
3. Do we need an ad hoc committee?