



Oregon Council on  
Developmental Disabilities

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**Executive Committee**  
**Jan. 18, 2024, 12-1:30**

Join ZoomGov Meeting

<https://www.zoomgov.com/j/1603602645?pwd=NlM5TkpDd1N4YlBISFo5SXFqM3BxUT09>

Meeting ID: 160 360 2645 Passcode: 619290

**Minutes:**

Attending: Kristen Darmody, Julie Farrell, Alisha Overstreet, Kelly McCauley

12:00-12:05 Welcome – agenda review and approval

Kristen moves to approve, Alisha seconds. Unanimous approval

12:05-12:10 Jan. 5 Minutes approval – Read the minutes Alisha moves to approve, Kristen seconds approval. Alisha, Julie, Kristen, Paulina approval, Kelly abstains because she was not in attendance Nov. 9.

12:10-1:20 Executive Director Review Process and Survey Review

- Reviewed slide 9 of the ED Evaluation PowerPoint.
- Reviewed slide 10
  - What are “other comments” the Executive Director would review? If people added specifics in the comments of the survey, this would be included.
  - Does the full Council need access to the comments, or is that just provided directly to the Executive Director.
  - Not necessary for the full Council to see the full survey page. The Exec Committee can decide how to word the comments. Could have a paragraph that combines information gathered from the survey as a summary or ensure the exact wording is used.
    - This would change based on the year and the comment. Want to be sure the information shared with the Executive Director is fair and accurate.
  - Talking about a letter send to ED with information from the survey. This will be the evaluation for now. In the future, if we want to make

it more formal, we can do it. The comments would be provided anonymously to the ED.

- After getting the letter, Leslie has the ability to put in the highlights and accomplishments plus professional development plans, goals for the coming year and add any disputes if necessary. Negative comments can be responded to as “I wasn’t able to do that because...”
- Timeline: do the survey in April, present evaluation to Council in August, forward to the Executive Director in two weeks after August meeting, the ED has until September 30 to respond.
  - This timeline seems reasonable. Will be a continuous process. There will be something happening at every part of the year related to the ED review moving forward.
- No amendments to slide 10
- Slide 11:
  - ED has returned their comments to the Chair. Chair adds any last comments and present the letter to the full Council for approval and final approval in the first quarter of the fiscal year.
  - After approval, present to the ED in Executive session of the Council in the first quarter of the fiscal year. Need to ensure the public meetings laws are followed. Will develop the resources to allow Council to follow public meeting laws.
  - Reworked the proposed process to include: 4. Forward a copy of the evaluation letter via email to the Oregon Department of Human Services Director (Executive Order DSA), copying the Oregon Office of Developmental Disabilities Services (ODDS) Director (Interagency Agreement DSA) and 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 Public Record keeping laws.
- Slide 12: HR says not to do an ad hoc committee to do the ED review. So this slide is not necessary. Reviewed the slide to ensure nothing is left out.

- Do we need an ad hoc committee in the future to do this or should we drop the idea? Recommendation, drop the idea of an ad hoc
  - If the purpose of the ad hoc committee isn't clear or doesn't have a purpose, then drop it and move forward with Exec Committee taking on any role as needed.
- Survey review: the survey was built based on the ED Position Description
  - Discussion that the introduction needs to be more accessible.
  - Discussion about an easy read document.
  - Can we just use Survey Monkey? You can do it one question at a time so it is not so overwhelming. Help with keeping information or feedback as anonymous as possible.
    - Discussed iTACC feedback was Survey Monkey may not be able to confirm that the Council member completed the survey if it is online.
    - If concern is that council members will forward and have people submit it aside from the member. Still have the ability to do Survey Monkey but do it in person at that meeting.
  - At least provide options for Council members to do it via Survey Monkey or paper. Makes it easier to have one question at a time. If people wanted the paper version, they can use it at the meeting.
  - Good practice to offer several different ways to complete the survey.
  - The idea of doing the survey electronically at the meeting didn't come up at the previous Exec Committee.
  - Reviewed Survey questions:
    - Style question – there are three different terms used interchangeably: state plan, five-year plan, five-year state plan. Can we use one? Also, we use annual work plan which is different from five year plan, but connected
    - May want to get our terms clear and create a “cheat sheet” to understand the terms.
    - There are lots of questions and asking too many things here. Send the questions before so people can process ahead of time. Especially if we are asking for comments in these questions.

- Can look at the questions that address the same section of the position description as places to remove questions for simplicity.
  - If people complete both 2 and 5 do we get additional information instead of if we just streamline them into one
- Would like to see a ten-question survey that is manageable and clear enough to give the ED useful feedback.
- Have questions sent two weeks ahead of the meeting.
- Could arrange the survey in the order of the sections of the Position Description, or put a key in the header of each page.
  - The codes on each question were created to allow to future Council members to know where the question evaluates part of the position description.
  - Could say the areas the ED is expected to address these areas. Here are the questions that deal with planning and reporting, etc. That would allow people who are interested to see it without cluttering the survey and causing confusion.
- Discussion about asking questions about the PD when people don't know what the PD says. Question about how to objectively answer questions without the PD in front of them.
- Have four weeks before the next Council meeting. Need to set another meeting soon to discuss this. Are people available next week?

1:20-1:25                      Meeting facilitation contract update

- Did not have time to discuss

City location for April Council meeting

- Did not have time to discuss

1:25-1:30                      Next Steps

1:00                              Adjourn

Kelly motions, Alisha seconds, unanimous.