

24 0124 OCDD Executive Committee

Attending: Kristen Darmody, Julie Farrell, Leslie Sutton, Alisha Overstreet, Paulina Larenas

Kristen moves to approve motion, Alisha seconds. Unanimous support.

Minutes approval

Minutes amendments:

- Paulina was in attendance.
- Adjourned at 1:30 not 1:00.
- Add on page three that we want to be sure the survey is accessible in various modes. Good practice to offer survey in various modes.

Motion to approve with amendments. Alisha moves, Kristen seconds. Unanimous support.

Executive Director Survey Review. We discussed the process last meeting.

- Julie looked at an online UW Review model online to figure out categories of the survey. This was not part of the meeting materials. Leslie said our practice is to make the materials available to the public before the meetings. This document was not part of the meeting materials.
- Voted to view Julie's document online. It is not part of the meeting materials posted on the OCDD website.
 - o Alisha moves to review the UW model for survey review, Kristen seconds. Unanimous

UW Model of Review Survey Sections

- Quality of work
- Quantity of work
- Job Knowledge
- Working relationship
- Supervisor Skills
- Council Mission, Vision, Bylaws and the DD Act

Last meeting, we discussed not wanting the survey to be too many questions. This document adds questions and is meant for discussion only.

For each category, Julie went into the previous final draft survey to put as many of the questions into this format, plus added a few more questions. In the document where there are () the number in the () is the number of the question from the April Final Survey. The bold questions are from the April 2023 Final Survey

The previous executive committee based the survey questions based on the job description. Does this Exec Committee want to expand to include interpersonal relationships, etc. or do we want to focus on technical job knowledge?

- Kristen: appreciates the organization with questions grouped into categories with the context document at the beginning of each section to help people know what each section is about. Appreciates how the questions that were on the survey from UW is written as sentences. The iTACC survey needs to be in sentences. Also examine the rating scale to be clear about what they are doing.
- Kristen: important that the evaluation reflects the job description. Would not advocate to add things to the evaluation that are not from the job description from a management perspective
- Alisha: Agrees with Kristen's first point of the layout and wording of the questions in UW model
- Alisha: second piece of Kristen's comment. Having a hard time differentiating or separating the idea of only asking about the job description versus job description plus additional pieces that are required to be in partnership with the Council and when necessary lead.
 - o Struggling with excluding things that have to do with interpersonal relationships, but having said that, it would be good to see the job description. Hard to make these decisions when we don't know what other categories are in the job description. Even if the job description is limited to four areas
 - o Struggling with making or answering questions on the survey when they don't have the job description.
- Julie: Leslie was directed by some state agencies to not provide the job description to them.
- Julie: believes they can focus on the job description and connect it to the interpersonal relationship aspect because those are the means to accomplish the job
- Alisha: it is difficult to do this job of developing the survey when we don't have the job description. Discussed non-profits may have different expectations of their various Executive Directors and it is hard to find how to support when we don't have access to the job description.
- Paulina: Also would like to see the job description. Hard to align the survey with what is in the job description when we don't have the job description.
- Leslie: can go back to the agency leaders to explain that it is hard to develop/amend the survey without access to the job description.
- Kristen: Did the previous Exec Committee and iTACC have the job description? We think so. They had knowledge of the job description and they developed the questions from that.
- Julie: Leslie will ask for the job description. Julie will add questions about the way the job is carried out in addition to what aligns with the job description.
- Julie do we have a note vote: Use the UW model versus the previous model or wait to see if it meets the needs.
- Kristen: are you talking about just adding the previous questions into these categories? Let's wait for the vote until we have more time to think about the questions. This wasn't part of the public meeting materials and we should hold any decisions based on that.
- The work we need to do with the questions can carry over to whatever model we use
- Paulina: are these short answer or check boxes with the same rating scales.
- Kristen: the scale on the previous survey is helpful to provide context and details. The previous survey had instructions that said if people exceed or need improvement then you have to provide comments and say why. Will need to explain it a bit more than previous survey.

Quantity of Work:

- Number 2. Number 15 on the previous survey. Removed an “and” and added comma after “mission”
- Number 3. Number 14.
 - o Kristen – removes the “advocates for the Council’s interests” because advocacy is in the question above.
 - o Leslie: remove proactively (difficult to score) and the Governor’s office, legislature and congressional delegation are not accessible words. For national work, Leslie’s experience is that self-advocates call it “national” advocacy versus state advocacy. Recommend changing that language.
 - o Kristen recommended removing those terms and replacing it with “elected leaders”.
 - o Alisha: discussing the stigma of people with DD. The first one is the public facing and the second is within systems
 - o Leslie: the public policy leadership is to the public and also the part of the public that is the partnerships in the DD community.

April Council meeting in Salem. Leslie will call venues.

Next Executive Committee meetings will be scheduled via emails

Motion to adjourn. Kristen, Alisha unanimous