



# **Executive Director Evaluation Tool**

Fiscal Year 2022  
(July 1, 2021 - June 30, 2022)

Presented June 21, 2022  
Executive Committee Meeting

**STATE COUNCIL ON DEVELOPMENTAL  
DISABILITIES  
2021 EXECUTIVE DIRECTOR  
EVALUATION SUMMARY**

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (federal DD act) requires that the Executive Director of the Council be evaluated on an annual basis. The annual evaluation consists of the Council's consideration of:

1. The Executive Director's Self-Evaluation Report to the Council, and
2. 2021 Goals adopted by the Council from the prior year's Executive Director Evaluation.

The process for evaluating the Executive Director is:

1. The Executive Director will submit a self-evaluation report that will include the following:
  - A summary of the activities performed in the three major task areas of the Executive Director's duty statement;
  - A summary of the activities performed in addressing the Council's 2021-22 Goals from the prior year's evaluation; and
  - A self-reflection that summarizes what went well, what could have gone better, the goals and objectives for the next year, concerns and feedback for the Council.
2. The Council will utilize a non-staff third party with expertise in State personnel policies to oversee and manage the Executive Director Evaluation. The third party will oversee the distribution of the evaluation questions to the Council, collect and tabulate the evaluation results, aggregate written comments to prepare the report, share the responses with the Chairperson, and inform the Chairperson of completion

and results.

3. The Executive Director's Self-Evaluation report is incorporated into the evaluation tool. Once completed, members must return the evaluation to the third party engaged to collect and compile response data.
4. Each evaluation is logged onto a worksheet and summarized by the third party engaged to collect and compile the response data.
5. The third party will prepare a summary report of the data and provide it to the Chairperson.
6. The Chairperson with the assistance of the third party, if desired, will present the summary report along with evaluation materials, statistical data, the Goals and Priorities from the prior year's evaluation, and all other information to the Executive Committee during a closed session. The Executive Committee will approve a draft 2021-22 Executive Director Evaluation report and recommendation(s) to be considered by the full Council.
7. The Executive Committee with the assistance of the third party, if desired, will present the draft 2021-22 Executive Director Evaluation report and recommendation(s) to the full Council during a closed session. The Council will approve the final Executive Director Evaluation report and recommendation(s).
8. In open session, the Executive Director and Council then meet to discuss salary/bonus, etc., if applicable.



**State Council on Developmental Disabilities  
2021-22 Executive Director Evaluation  
Questions**

**DIRECTIONS:** For each numbered item below, please provide your rating regarding the Executive Director’s performance of each task area by selecting one of the following:

<b>RATING CATEGORY</b>	<b>MEANING</b>
<b>Exceeds expectation</b>	Performance consistently exceeds standards
<b>Meets expectation</b>	Performance fully meets standards
<b>Needs Improvement</b>	Improvement needed for performance to meet standards

You may, but are not required to, provide comments on the Executive Director’s performance of each task area. If sending your responses in paper form, you may attach additional pages for your comments, if needed.

**\* PLEASE NOTE YOUR RESPONSES WILL REMAIN ANONYMOUS \***

**A. Policy Development, Planning and Coordination**

**Council Support and Communication**

**A1. The Executive Director keeps the Council informed about state and federal laws impacting the rights of individuals with intellectual and developmental disabilities.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments

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**A2. The Executive Director keeps the Council informed about headquarter and regional office activities and needs.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**A3. The Executive Director notifies the Council of any pending or emerging issues related to Council programs, policies, and administrative matters.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**A4. The Executive Director provides training to Council members on statutory responsibilities under federal and state law.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**A5. The Executive Director works with Council leadership to develop meeting agendas, materials, and presentations.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments

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## B. Policy Development and Advocacy

### Advocacy

**B1. The Executive Director ensures development and implementation of the Council's State Plan.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**B2. The Executive Director develops, recommends, and represents the Council's positions that positively affect the rights and interests of individuals with intellectual and/or developmental disabilities.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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## External Relations

**B3. The Executive Director maintains effective relationships, and acts as a liaison with Disability Rights California, the University Centers for Excellence, and the National Association of Councils on Developmental Disabilities.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**B4. The Executive Director maintains effective relationships with disability groups and other people and organizations interested in disability issues.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**B5. Represents the Council to the Governor's Office, Legislature, and other federal, state, and local agencies.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**B6. The Executive Director maintains effective relationships between the Council and state and federal agencies that provide funding to the Council.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments

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**B7. The Executive Director serves as a spokesperson for the Council.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments

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## C. General Administration and Management

### Program Administration and Planning

[Note to Survey Participants: For some of the upcoming questions, please respond based on your understanding and observations of staff work, performance, and outcomes. For example, staff performance conducting council meetings, presentations, work products and projects, and operations are an indication of the Executive Director's leadership and direction to SCDD managers and staff.

**C1. The Executive Director manages day-to-day operations of the Council.** [Please base your response on your observations of the staff work and performance you have seen over the year.]

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C2. The Executive Director ensures Council's compliance with state and federal laws.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C3. The Executive Director hires, supervises, trains, and evaluates staff.** [Please base your response on your observations of the

staff work and performance you have seen over the course of the year.]

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C4. The Executive Director effectively uses money and staff resources to achieve Council goals. [Please base your response on your observations of the staff work and performance you have seen over the course of the year.]**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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### **Fiscal**

**C5. The Executive Director develops and manages the Council's annual budget.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C6. The Executive Director develops and maintains ways to track spending and makes recommendations about funding, or spending, problems.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C7. At each meeting the Executive Director provides the Council with information about funding, spending, and any fiscal concerns.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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### **Personnel Management**

**C8. The Executive Director mentors and builds the skills of Council staff. [Please base your response on your observations of the staff work and performance you have seen over the course of the year.]**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C9. The Executive Director supports the development of effective teamwork among Council staff.** [Please base your response on your observations of the staff work and performance you have seen over the course of the year.]

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**C10. The Executive Director demonstrates sensitivity and good judgment when working with Council staff.**

- Exceeds expectation
  - Meets expectation
  - Needs improvement
  - Do not have enough information to form an opinion
- Comments
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**D. Council 2021 Goals from the 2020 Evaluation Report**

**D1. The Executive Director’s responses satisfactorily addressed the Council’s 2021 Goals in the 2020 evaluation report.**

- Yes
  - No
- Comments

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