Executive Committee Meeting
Adopting the Executive Director Evaluation Process
June 21, 2022

Lee Bycel, Chair, Executive Committee
State Council on Developmental Disabilities
Executive Committee adopt an Executive Director Evaluation process, timeline, and survey
  ◦ Same process to be used by the Council annually
  ◦ Process begin and ends at the same time each year
Questions from prior ED Evaluations?
  ◦ How will the Council know if the ED is doing something wrong? How do employees express problems?
  ◦ Can we get feedback from staff or the community when evaluating the ED?

Are there other question to answer
Review standard survey
Review standard timeline
Adopt a standard timeline and survey
How will the Council know if the ED is doing something wrong? How do employees express problems?

- Human Resources – independent
- Council members
- Dpt of Fair Employment
- Legal – independent
- Governor’s Office
- Chief Deputy Director
- State Whistleblower
- Employee Labor Union
What questions do Councilmembers have from past ED evaluations?

- **Question:** Often private and community group gather feedback from staff or community members when evaluating a leader. Can Councilmembers do the same?

- **Answer:** It would be great to be able to include feedback like that, but SCDD is a state entity operating under federal guidelines, and both create barriers for that type of participation.
Barriers to Community/Staff Feedback

The State
- State Law: ED hires staff
- Council Bylaws: ED evaluates staff
- State Practice: No personnel are involved in supervisors evaluation

The Feds
- DD Act: ED hires and supervises staff
- ACL: The DD Act does not support Council staff participating in the evaluation of the Director. The DD Act assigns the evaluation responsibility to the Council consistent with State law.
Where do we go?

- Solution: Annual Staff Climate Survey
Additional feedback from staff is welcome
  ◦ 2019 CSUN Organizational Climate Survey
  ◦ 2020 COVID Adjustment and Needs Survey
  ◦ 2021 COVID Return to Work Survey

Surveys result in changes
  ◦ 2019 Staffing changes
  ◦ 2020 Provided more resources for telecommuting
  ◦ 2021 Year of Optimizing

Keep doing an Annual Climate Survey
  ◦ Annual, not part of ED Eval process, anonymous, results go to Chief Deputy Director and Legal, who then present it to the ED
How long have you worked at SCDD? (give time ranges)
I am proud to work for SCDD (number scale)
My work gives me a feeling of personal accomplishment (number scale)
I understand how I contribute to SCDD’s mission (number scale)
The Executive Team responds to the needs of employees (number scale)
The Executive Director sets a tone that is professional (number scale)
The Executive Director fosters a respectful environment (number scale)
I am supported by my supervisor (number scale)
I am recognized for my achievements (number scale)
I am free to share new ideas (number scale)
I am free to raise concerns (number scale)
My opinions are heard and valued (number scale)
The SCDD environment supports a balance between work and personal life (number scale)
I am informed of what is happening in SCDD beyond my immediate office (number scale)
The future of SCDD has been well communicated to all employees (number scale)

What could SCDD do differently to support you to be more successful in your role? (open ended)
Questions?
For the past 3 years, the Council has used the same evaluation survey.

Councilmembers answer “do not know” to some questions they would not have direct insight into.

Solution: add language to clarify how to answer.

Present standard survey.
To keep the evaluation process moving on a routine timeline, consider adopting a standard timeline to be used each year

- Present evaluation timeline
Proposed Actions

- Adopt standard ED Evaluation Survey
- Adopt standard ED Evaluation Timeline