

**California Mental Health Planning Council  
Executive Committee Meeting**

**Wednesday, August 21, 2015**

**9:00 am to 10:00 am**

1501 Capitol Avenue  
Suite 3001  
Sacramento, CA 95814

<b>Item #</b>	<b>Time</b>	<b>Topic</b>	<b>Presenter or Facilitator</b>	<b>Tab</b>
1.	9:00 am	June 2015 Exec Committee Meeting Minutes	Cindy Claflin, Chairperson	1
2.	9:05 am	Council Budget and Expenditures for FY 2015-16 budget	Jane Adcock, Executive Officer	2
3.	9:10 am	Proposed Process for Annual Evaluation of the Executive Officer	Cindy Claflin and Cynthia Burt, Consultant	3
4.	9:35 am	Proposed EO Evaluation Questions for Current Year	Cindy Claflin and Cynthia Burt	4
5.	9:50 am	Public Comment	Cindy Claflin	
6.	9:55 am	New Business	Cindy Claflin	
7.	10:00 am	Adjourn		

**The scheduled times on the agenda are estimates and subject to change. If you are unable to attend in person, call in capability is available by dialing 1-866-742-8921 then code 5900167.**

**Members:**

Cindy Claflin	Chairperson
Monica Wilson	Past Chair
Jo Black	Chair Elect
Susan Wilson	Cont Sys Improvemt
Noel O'Neill	CBHDA Liaison
Susan Wilson	CALMHB/C Liaison
Steven Grolnic-McClurg	Health Care Integration
Adam Nelson	Advocacy
Daphne Shaw	Patients' Rights
Walter Shwe	At-Large Consumer
Jane Adcock	Executive Officer

1   TAB SECTION

DATE OF MEETING 8/21/15

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 8/10/15

<b>AGENDA ITEM:</b>	Minutes from the June 17, 2015 Executive Committee Meeting
<b>ENCLOSURES:</b>	Minutes

## California Mental Health Planning Council

### Executive Committee Meeting

June 17, 2015 9:00am

#### Minutes

1. Minutes from the April 2015 meeting of the Executive Committee were approved.
2. The Executive Committee reviewed Council expenditures through April 30, 2015 for both MHSA funds and SAMHSA MHBG funds.

Discussion about travel claim requirements for transportation receipts. A request was made to obtain the regulatory rule that DHCS is using which requires a receipt for transportation which is issued after the transport (i.e., not internet reservation with credit card transaction made prior to travel). Or, if no transportation receipt, then must submit a copy of the credit card bill showing the charge for the cost. Also discussed ability to reach Travelstore folks after hours (M-F 8am-5pm) when flight needs to be rebooked due to airline cancelation.

3. The 2015 Transparency Statement was reviewed. Three new items were added. The Statement was then approved as revised. The Transparency Statement will be posted on CMHPC website each year.
4. The Executive Officer and Chair of Health Care Integration (HCI) Committee presented some background on the question being posed regarding whether the HCI is an active topic for the Council to dedicate a committee.

It was agreed that health care integration is complex and technical. Subject knowledge is currently limited on the committee, however, the staff should be empowered and enabled to become a subject matter expert.

The Executive Committee discussed the issue of subject matter expertise at length. It was suggested that the rule of balancing committee membership among the appointment categories be suspended to allow for more providers to be on the committee in an effort to bring more expertise. Additionally, it was suggested that outside experts could be appointed to the committee to augment the knowledge and expertise.

It was agreed that the HCI committee is needed and that integration is the trend of the future which deserves the Council's attention, review and reporting. It was also agreed that HCI would not take the lead on the Council's integration of SUD.

5. A draft Scope of Work for a contract to extract the numerous recommendations, goals and objectives from the 2003 Mental Health Master Plan was reviewed by the Executive Committee. The scope of work was approved and suggestions for a maximum timeline and budget amount were made.
6. No public comment.
7. The Executive Officer (EO) advised the Executive Committee members that they will be appointing a Steering Committee to head up the transition to a Behavioral Health Council. The EO also asked the Committee Chairs to keep their committee report out to a high level and to try to stay within the 10 minute allocation. The Chair and EO also presented some background information regarding the new Executive Director, Toby Ewing, at the Mental Health Services Oversight and Accountability Commission from their meeting with him in March.

## CMHPC MSA Expenditures FY 14-15

Through June 30, 2015

	MHA FY 2014/15 Projected Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	Balance Remaining
<b>Personal Services</b>															
Salaries	\$ 256,691	\$ 17,619	\$ 17,619	\$ 17,619	\$ 18,103	\$ 18,103	\$ 18,103	\$ 18,103	\$ 18,103	\$ 18,678	\$ 18,240	\$ 18,240	\$ 18,240	\$ 216,770	\$ 39,921
Temporary Help	\$ -														
Overtime	\$ -														
Staff Benefits	\$ 109,061	\$ 8,290	\$ 8,416	\$ 8,385	\$ 8,470	\$ 8,481	\$ 8,640	\$ 8,610	\$ 8,663	\$ 8,663	\$ 8,722	\$ 8,763	\$ 8,686	\$ 102,788	\$ 6,273
<b>Total Personal Services</b>	<b>\$ 365,752</b>	<b>\$ 25,909</b>	<b>\$ 26,035</b>	<b>\$ 26,004</b>	<b>\$ 26,573</b>	<b>\$ 26,584</b>	<b>\$ 26,743</b>	<b>\$ 26,713</b>	<b>\$ 26,766</b>	<b>\$ 27,341</b>	<b>\$ 26,962</b>	<b>\$ 27,003</b>	<b>\$ 26,926</b>	<b>\$ 319,558</b>	<b>\$ 46,194</b>
<b>OPERATING EXP &amp; EQUIP (OE&amp;E)</b>															
General Expense	\$ 113,900					\$ 868	\$ -	\$ 1,469	\$ 52	\$ 24,232	\$ 755	\$ 3,169	\$ 92		
Printing	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						\$ -	\$ -
Communications	\$ 7,000	\$ -	\$ 6	\$ 19	\$ 226	\$ 6	\$ -	\$ 59	\$ 73	\$ 320	\$ 359	\$ 447	\$ -	\$ -	\$ 5,485
Postage	\$ 500													\$ -	\$ 500
Travel In-State	\$ 73,000	\$ 34	\$ 617	\$ 823	\$ 75	\$ 1,741	\$ 2,474	\$ 27	\$ 12,635	\$ 1,484	\$ 1,073	\$ 2,296	\$ 1,043	\$ 24,323	\$ 48,677
Travel Out-of-State	\$ -														\$ -
Training	\$ 40,000							\$ 795	\$ 795	\$ -	\$ -	\$ -	\$ -	\$ 1,590	\$ 38,410
Facility Operations	\$ -														\$ -
Consultnt & Prof, Extrnl	\$ 158,100	\$ -	\$ -	\$ -	\$ 4,350	\$ 4,525	\$ 4,043	\$ 1,950	\$ 5,145	\$ 4,063	\$ 1,000	\$ 5984	\$ 7,218	\$ 38,276	\$ 119,824
Equipment	\$ -														\$ -
Unalloted	\$ -														\$ -
<b>Total OE&amp;E</b>	<b>\$ 392,500</b>													<b>\$ 99,037</b>	<b>\$ 293,463</b>

<b>Departmental Services</b>	<b>\$ 220</b>	<b>\$ 123</b>	<b>\$ 195</b>	<b>\$ 207</b>	<b>\$ 189</b>	<b>\$ 100</b>	<b>\$ 229</b>	<b>\$ 335</b>	<b>\$ 201</b>	<b>\$ 262</b>	<b>\$ 290</b>	<b>\$ 252</b>	<b>\$ 2,605</b>	<b>\$ (2,605)</b>
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<b>Total Direct Budget:</b>	<b>\$758,252</b>
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<b>\$421,200</b>	<b>\$337,052</b>
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**CMHPC SAMHSA Expenditures FY 14-15  
Through June 30, 2015**

	<b>SAMHSA FY 2014/15 Projected Budget</b>	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	<b>Total</b>	<b>Balance Remaining</b>
<b>Personal Services</b>															
Salaries	\$ 206,124	\$ 19,256	\$ 19,256	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 232,692	\$ (26,568)
Temporary Help	\$ -														
Overtime	\$ -														
Staff Benefits	\$ 87,574	\$ 8,901	\$ 9,028	\$ 9,116	\$ 9,046	\$ 9,045	\$ 9,159	\$ 9,090	\$ 9,156	\$ 9,108	\$ 9,090	\$ 9,133	\$ 9,051	\$ 108,923	\$ (21,349)
<b>Total Personal Services</b>	<b>\$ 293,698</b>	<b>\$ 28,157</b>	<b>\$ 28,284</b>	<b>\$28,534</b>	<b>\$28,464</b>	<b>\$ 26,463</b>	<b>\$28,577</b>	<b>\$ 28,508</b>	<b>\$ 28,574</b>	<b>\$ 28,526</b>	<b>\$ 28,508</b>	<b>\$ 28,551</b>	<b>\$ 28,469</b>	<b>\$ 341,615</b>	<b>\$ (47,917)</b>
<b>OPERATING EXP &amp; EQUIP (OE&amp;E)</b>															
General Expense	\$ 45,500					\$	\$	\$	\$	\$ 3,062	\$ 8,328	\$	\$ 28,487	\$ 39,878	\$ 5,622
Printing	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Communications	\$ 7,000	\$	\$ 38	\$ 438	\$ 110	\$ 90	\$ 117	\$ 85	\$ 139	\$ (2)	\$ 41	\$ 66	\$	\$ 1,122	\$ 5,878
Postage	\$ 500													\$	\$ 500
Travel In-State	\$ 76,000	\$	\$ 625	\$ 10	\$ 982	\$ 4,038	\$ 7,902	\$ 1,387	\$ 4,899	\$ 163	\$ 1,538	\$ 4,260	\$ 6,640	\$ 32,443	\$ 43,557
Travel Out-of-State	\$														\$
Training	\$ 2,000							\$	\$	\$	\$	\$	\$	\$	\$ 2,000
Facility Operations	\$														\$
Consultnt & Prof, Extrnl	\$20,000	\$	\$ -	\$ -	\$ 1,659	\$		\$	\$	\$	\$	\$	\$	\$ 1,659	\$ 18,341
Equipment	\$ -														\$
Unalloted	\$ -														\$
<b>Total OE&amp;E</b>	<b>\$ 151,000</b>													<b>\$ 75,103</b>	<b>\$ 75,897</b>

<b>Departmental Services</b>		<b>\$ 239</b>	<b>\$ 134</b>	<b>\$ 213</b>	<b>\$ 225</b>	<b>\$ 204</b>	<b>\$ 108</b>	<b>\$ 247</b>	<b>\$ 361</b>	<b>\$ 215</b>	<b>\$ 281</b>	<b>\$ 310</b>	<b>\$ 270</b>	<b>\$ 2,808</b>	<b>\$ (2,808)</b>
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<b>Total Direct Budget:</b>	<b>\$444,698</b>
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<b>\$ 419,526</b>	<b>\$ 25,172</b>
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## CMHPC MHSAs Expenditures FY 14-15

**Through June 30, 2015**

MHSAs FY 2014/15 Projected Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Closeout	Total	Balance Remainin	
<b>Personal Services</b>																
Salaries	\$ 256,691	\$ 17,619	\$ 17,619	\$ 17,619	\$ 18,103	\$ 18,103	\$ 18,103	\$ 18,103	\$ 18,103	\$ 18,678	\$ 18,240	\$ 18,240	\$ 18,240	\$ --	\$ 216,770	\$ 39,921
Temporary Help	\$ -															
Overtime	\$ -															
Staff Benefits	\$ 109,061	\$ 8,290	\$ 8,416	\$ 8,385	\$ 8,470	\$ 8,481	\$ 8,640	\$ 8610	\$ 8,663	\$ 8,663	\$ 8,722	\$ 8,763	\$ 8,686	\$ 185	\$ 102,788	\$ 6,273
<b>Total Personal Services</b>	<b>\$ 365,752</b>	<b>\$ 25,909</b>	<b>\$ 26,035</b>	<b>\$ 26,004</b>	<b>\$ 26,573</b>	<b>\$ 26,584</b>	<b>\$ 26,743</b>	<b>\$ 26,713</b>	<b>\$ 26,766</b>	<b>\$ 27,341</b>	<b>\$ 26,962</b>	<b>\$ 27,003</b>	<b>\$ 26,926</b>	<b>\$ 185</b>	<b>\$ 319,558</b>	<b>\$ 46,194</b>
<b>OPERATING EXP &amp; EQUIP (OE&amp;E)</b>																
General Expense	\$ 113,900					\$ 868	\$	\$ 1,469	\$ 52	\$ 24,232	\$ 755	\$ 3,169	\$ 92	\$ 54,560		
Printing	\$	\$	\$	\$	\$	\$	\$								\$	\$
Communications	\$ 7,000	\$	\$ 6	\$ 19	\$ 226	\$ 6	\$	\$ 59	\$ 73	\$ 320	\$ 359	\$ 447	\$		\$	\$ 5,485
Postage	\$ 500														\$	\$ 500
Travel In-State	\$ 73,000	\$ 34	\$ 617	\$ 823	\$ 75	\$ 1,741	\$ 2,474	\$ 27	\$ 12,635	\$ 1,484	\$ 1,073	\$ 2,296	\$ 1,043	\$ 2,021	\$ 24,323	\$ 48,677
Travel Out-of-State	\$															\$
Training	\$ 40,000							\$ 795	\$ 795	\$	\$	\$	\$		\$ 1,590	\$ 38,410
Facility Operations	\$														\$	\$
Consultnt & Prof, Extrnl	\$ 158,100	\$	\$ -	\$ -	\$ 4,350	\$ 4,525	\$ 4,043	\$ 1,950	\$ 5,145	\$ 4,063	\$ 1,000	\$ 5984	\$ 7,218	\$ 2,289	\$ 38,276	\$ 119,824
Equipment	\$ -															\$
Unalloted	\$ -															\$
<b>Total OE&amp;E</b>	<b>\$ 392,500</b>														<b>\$ 99,037</b>	<b>\$ 293,463</b>
<b>Departmental Services</b>		<b>\$ 220</b>	<b>\$ 123</b>	<b>\$ 195</b>	<b>\$ 207</b>	<b>\$ 189</b>	<b>\$ 100</b>	<b>\$ 229</b>	<b>\$ 335</b>	<b>\$ 201</b>	<b>\$ 262</b>	<b>\$ 290</b>	<b>\$ 252</b>	<b>\$ 2</b>	<b>\$ 2,607</b>	<b>\$ (2,607)</b>
<b>Total Direct Budget:</b>	<b>\$ 758,252</b>														<b>\$ 480,258</b>	<b>\$ 337,052</b>

**CMHPC SAMHSA Expenditures FY 14-15  
Through June 30, 2015**

	<b>SAMHSA FY 2014/15 Projected Budget</b>	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	<i>Closeout</i>	<b>Total</b>	<b>Balance Remaining</b>
<b>Personal Services</b>																
Salaries	\$ 206,124	\$ 19,256	\$ 19,256	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ 19,418	\$ -	\$ 232,692	\$ (26,568)
Temporary Help	\$ -															
Overtime	\$ -															
Staff Benefits	\$ 87,574	\$ 8,901	\$ 9,028	\$ 9,116	\$ 9,046	\$ 9,045	\$ 9,159	\$ 9,090	\$ 9,156	\$ 9,108	\$ 9,090	\$ 9,133	\$ 9,051	\$ 198	\$ 108,923	\$ (21,349)
<b>Total Personal</b>	<b>\$ 293,698</b>	<b>\$ 28,157</b>	<b>\$ 28,284</b>	<b>\$28,534</b>	<b>\$28,464</b>	<b>\$ 26,463</b>	<b>\$28,577</b>	<b>\$ 28,508</b>	<b>\$ 28,574</b>	<b>\$ 28,526</b>	<b>\$ 28,508</b>	<b>\$ 28,551</b>	<b>\$ 28,469</b>	<b>\$ 198</b>	<b>\$ 341,615</b>	<b>\$ (47,917)</b>
<b>OPERATING EXP &amp; EQUIP (OE&amp;E)</b>																
General Expense	\$ 45,500					\$	\$	\$	\$	\$ 3,062	\$ 8,328	\$	\$ 28,487		\$ 39,878	\$ 5,622
Printing	\$	\$	\$	\$	\$	\$	\$	-							\$	\$
Communications	\$ 7,000	\$	\$ 38	\$ 438	\$ 110	\$ 90	\$ 117	\$ 85	\$ 139	\$ (2)	\$ 41	\$ 66	\$		\$ 1,122	\$ 5,878
Postage	\$ 500														\$	\$ 500
Travel In-State	\$ 76,000	\$	\$ 625	\$ 10	\$ 982	\$ 4,038	\$ 7,902	\$ 1,387	\$ 4,899	\$ 163	\$ 1,538	\$ 4,260	\$ 6,640	\$ 909	\$ 32,443	\$ 43,557
Travel Out-of-State	\$															\$
Training	\$ 2,000							\$	\$	\$	\$	\$	\$		\$	\$ 2,000
Facility Operations	\$															\$
Consultnt & Prof,	\$20,000	\$	\$ -	\$ -	\$ 1,659	\$		\$	\$	\$	\$	\$	\$		\$ 1,659	\$ 18,341
Equipment	\$ -															\$
Unalloted	\$ -															\$
<b>Total OE&amp;E</b>	<b>\$ 151,000</b>														<b>\$ 75,103</b>	<b>\$ 75,897</b>

<b>Departmental Services</b>		<b>\$ 239</b>	<b>\$ 134</b>	<b>\$ 213</b>	<b>\$ 225</b>	<b>\$ 204</b>	<b>\$ 108</b>	<b>\$ 247</b>	<b>\$ 361</b>	<b>\$ 215</b>	<b>\$ 281</b>	<b>\$ 310</b>	<b>\$ 270</b>	<b>\$ 2</b>	<b>\$ 2,810</b>	<b>\$ (2,810)</b>
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**Total Direct Budget: \$444,698**

**\$ 420,635 \$24,063**

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 8/11/15

<b>AGENDA ITEM:</b>	Proposed Process for Annual Evaluation of Executive Officer
<b>ENCLOSURES:</b>	Draft Proposal

**BACKGROUND/DESCRIPTION:**

The Officer Team has asked a consultant to propose a process which could be used each year, with an established timetable, to perform the evaluation of the Executive Officer (EO) on an annual basis. The annual evaluation is set in the Council procedures however, neither a system nor timetable were ever established since the appointment of the current EO.

Attached is a proposed process, with timetable, criteria and objectives for the Executive Committee consideration and adoption.

# CALIFORNIA MENTAL HEALTH PLANNING COUNCIL

## EXECUTIVE OFFICER EVALUATION

### **METHODOLOGY:**

*Annual evaluation* is facilitated and compiled by a contract consultant from input by staff and Planning Council members with self-assessment by Executive Officer (EO). Executive Committee reviews and approves evaluation report and the Officer Team delivers it to the EO in January.

*Bi-annual evaluation* includes criteria material covered in the annual evaluation as well as those performance objectives the Council and EO agree cannot be completed within one evaluation year.

The bi-annual evaluation includes the same Annual Evaluation participants. Additionally, includes all relevant outside governmental and collaborating entities as determined by the criteria—(e.g. Department of Health Care Services, Office of Statewide Planning and Development, Mental Health Services Oversight and Accountability Commission, Office of Health Equity, County Behavioral Health Directors, REMHDCO, NAMI, CA stakeholder Process Coalition, with self-assessment by Executive Officer).

### **TIMELINE:**

In order to be effective and useful, an evaluation should be completed in a timely and effective manner. The evaluation participants and the person being evaluated (EO) should agree on both the performance objectives, the evaluation criteria, and the time required to meet the objectives. To that end, a proposed timeline is:

October: Executive Officer, Executive Committee and evaluation consultant establish specific performance objectives (annual and bi-annual) and decide on evaluation criteria

November: Begin evaluation process of prior year, distribute documents to respective participants, and establish response timeline for participants

December: Complete evaluation process and prepare evaluation report for Executive Committee review

January: Officer Team meets with Executive Officer to present/review evaluation report

**(Suggested) PERFORMANCE CRITERIA:**

**Annual Evaluation**

**General:**

**Planning Council Criteria:**

- Represent CMHPC at various statewide and national meetings (specify)
- Make presentations on behalf of the CMHPC
- Oversee CMHPC legislative advocacy program, including help select legislation to track, review staff analyses, review position papers, attend legislative hearings, testify on legislation as necessary, apprise Council on status of legislation via written report at established intervals
- Facilitate the release of reports prepared by staff through Council member action in committee, or as a whole, which serve to fulfill the Council mandates, to inform public policy and priorities and to advance the Council's role in California's public mental health system
- Supervise CMHPC staff: prepare meeting agendas, organize presentations, perform research, utilize performance indicators through data collection and interpretation, facilitate committee work plan action/follow up
- Demonstrate improved efficiencies with Council operations (e.g. understanding and inclusion of Council mandates Roberts Rules of Order, quarterly meeting logistics and travel arrangements, member recruitment, orientation and welcome)

**Staff Criteria:**

- Provides clear instructions about assignments
- Provides sufficient technical assistance, resources, and support to complete assignments
- Provide direction to assist with prioritization of workload, interactions with Council members
- Reviews work products and provides edits/direction
- EO is open to ideas from staff about Council activities, processes, direction, workload, etc.
- EO is accessible to staff

**Executive Officer:**

- Self assessment on above performance and established criteria, including description of activities to achieve the objectives

## Bi-Annual Evaluation

### All Above Elements of Annual Evaluation *and*

- Demonstrated progress towards transition to becoming a behavioral health council
- Demonstrated progress towards CMHPC marketing of work, public awareness development
- Demonstrated progress towards collaborative relationships with Department of Health Care Services and other governmental agencies and constituencies
- Demonstrated progress towards ongoing relationship with California legislators/staffers

### **(Proposed) EVALUATION CRITERIA:**

Although it may appear subjective, a Likert Scale valuing each of the elements of either the annual or bi-annual performance evaluation may prove useful to the respective evaluators. It has the advantage of eliminating an “all or nothing” approach to an evaluation; while at the same, time allows the evaluator the opportunity to weight their responses. Therefore, on a scale of 1 to 5, the following would apply:

0. Do not know
1. Does not perform
2. Performs minimally well (between 0-25% of the time)
3. Performs occasionally well (between 25% to 50% of the time)
4. Performs relatively well (between 50% and 75% of the time)
5. Performs exceptionally well (between 75% and 100% of the time)

Summing the responses or averaging the responses could be a more empirical method of determining the final score for the evaluation. Of course, this would require the Executive Committee to determine what they consider a “passing”, “needs improvement” or “outstanding” numerical value required for the Executive Officer to be successful.

Additionally, the Executive Committee will have to determine what demonstrated progress means in establishing the bi-annual performance objectives

MATERIAL  
PREPARED BY: Adcock

DATE MATERIAL  
PREPARED 8/10/15

<b>AGENDA ITEM:</b>	Proposed EO Evaluation Questions for Current Year
<b>ENCLOSURES:</b>	Proposed Evaluation Questions

**BACKGROUND/DESCRIPTION:**

A proposed process to annually evaluate the Executive Officer (EO) has been developed for Executive Committee review and adoption. That proposed process requires that performance objectives and evaluation criteria be developed prior to the year of evaluation. It is anticipated that the objectives and criteria will be developed in the fall of 2015 for use in 2016 and repeated thereafter.

The EO would like feedback on an evaluation of her performance in 2015. The attached document presents proposed questions derived from the EO's current duty statement and are general to her duties overall.

These proposed questions would be sent to all Planning Council members for response. A separate questionnaire would be used for the staff which would include the questions contained in the proposed process in Tab 3 and presented below.

Using a 0 (never) to 5 (always) rating.

- Provides clear instructions about assignments
- Provides sufficient technical assistance and support to complete assignments
- Provides direction to assist with prioritization of workload, interactions with Council members
- Reviews work products and provides edits/direction
- EO is open to ideas from staff about Council activities, processes, direction, workload, etc.
- EO is accessible, including regarding assignments

# EXECUTIVE OFFICER (EO) EVALUATION

2015

Although it may appear subjective, a Likert Scale, valuing each of the performance criteria, has the advantage of eliminating an “all or nothing” approach to an evaluation. At the same time, it allows the evaluator the opportunity to weight their responses. Therefore, on a scale of 1 to 5, the following would apply:

- 0. Do not know
- 1. Does not perform
- 2. Performs minimally well (between 0-25% of the time)
- 3. Performs occasionally well (between 25% to 50% of the time)
- 4. Performs relatively well (between 50% and 75% of the time)
- 5. Performs exceptionally well (between 75% and 100% of the time)

Please mark (circle) the number that most accurately depicts your opinion.

Performance Criteria 1: Executive Officer effectively directs staff to develop tools for the analysis of performance indicators of data for county mental health programs and for working with local mental health boards to interpret these data.

0	1	2	3	4	5
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Comments, if any.
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Performance Criteria 2: Executive Officer advises the Planning Council in a proactive manner on issues relevant to its role in the mental health community.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 3: Executive Officer oversees the Planning Council’s legislative advocacy program.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 4: Executive Officer effectively facilitates the creation and release of Planning Council (and/or Committee) statewide reports.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 5: Executive Officer effectively manages quarterly meetings (e.g. calendar and venue, agenda and material development, presenters and guests, onsite logistics, and follow-up tasks from meetings, as necessary).

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 6: Executive Officer effectively manages staff to support the work of the Council.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 7: Executive Officer oversees the Council's responsibilities for the SAMSHA Block Grant.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 8: Executive Officer is responsive to Planning Council member's requests.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 9: Executive Officer appropriately defines the job and recruits diverse Planning Council applicants for possible appointment.

0	1	2	3	4	5
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Comments, if any.

Performance Criteria 10: Executive Officer improves efficiencies within Council operations (e.g. understanding and fulfillment of mandates, quarterly meeting logistics, Roberts Rules of Order, new member recruitment and orientation/welcome).

0	1	2	3	4	5
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Comments, if any.

ADDITIONAL COMMENTS: In these sections, please describe something that you think the Executive Officer does well and provide feedback on anything you think needs to be improved upon.
