

**ED Evaluation Committee  
Meeting Minutes  
October 17, 2019**

Board committee members present: Rahul Gupta, Kristin Taulbee, Marsha Wagstaff  
MHRS 'staff present: Colleen Chamberlain, Kelley Brown

To appoint Rahul Gupta as chairperson of the ED Evaluation Committee.  
Motion: Taulbee Second: Wagstaff Motion carried.

Colleen recommended edits to the Governance Policies C1-D9 that relate to the Executive Director (ED). These changes included combining some policies, simplifying some of the language in others (without losing the essence) deleting duplications and removing outdated references (i.e. Scorecard). Committee members reviewed the edits and voted to recommend the policy changes to the full board with the following additions: 1) adding a time period for the ED's Evaluation, which will be annually in the last quarter of the fiscal year and 2) keeping the reference regarding *supporting data* when ED gives interpretation of board policy.  
Motion: Gupta Second: Taulbee Motion carried.

Committee members compared the draft ED Job Description alongside the list of responsibilities in ORC 340. The committee approved the job description with the following changes: 1) include the ED represents MHRS by providing consultation to providers, 2) include the ED recommends changes in services to the board of directors, 3) remove budgets and contracts from the list of confidential documents, 4) include RAB and OACBHA in the list of "contacts with others," and 5) include LCDC/LICDC under licensures/credentials. Kelley will update the ED Job Description for signatures.

The ED's evaluation will be based off of Governance Policy C-3, Executive Director Job Description which states *"The Executive Director's job contributions can be stated as performance in GENERAL areas: (a) organizational accomplishment of the provisions of Board of Directors policy on Ends Policies, (b) organizational operation within the boundaries of prudence and ethics established in Board of Directors Policies on Executive Limitations, (c) staff performance, (d) communication and (e) leadership."*

Homework: committee members will each create a draft template for the ED's evaluation using the above stated criteria. Colleen will ask the other RAB Executive Directors if they will share their board's evaluation template and policy. All template/process ideas should be sent to Kelley at [kbrown@mhrswcc.org](mailto:kbrown@mhrswcc.org) by December 6, 2019. She will compile the information and send it out to committee members in advance of a January 8 committee meeting at 5:00 p.m.

The committee voted to recommend that the E.D. Evaluation Committee name be changed to the Executive Committee and to include as a function, the discussion of organizational and operational issues as needed.  
Motion: Taulbee Second: Marsha Motion carried.

To adjourn the meeting.  
Motion: Taulbee Second: Wagstaff Motion carried.

**RESOLUTION:**

***To accept the ED Evaluation Committee's recommendations for changes to Governance Policies C1-D9 as written in the October 17, 2019 ED Evaluation Committee meeting minutes presented to the full board on December 11, 2019.***