

Wellesley Council on Aging
Board of Directors Special Meeting
June 10, 2019

PLACE: Arts and Crafts Room Tolles Parsons Center

TIME: 1:00 PM—2:15 PM

PRESENT: COA - Marlene Allen, Diane Campbell, Tom Kealy, Penny Lawrence, Frank Pinto, Barbara Offenhartz, Dianne Sullivan, Kathleen Vogel.

BOS - Beth Sullivan-Woods.

HR - Scott Szczebak, Cheryl Debritz.

ABSENT: Anne Marie Gross, Lisa Heyison, Susan Rosefsky.

This meeting was audio recorded.

Scott Z. presented an overview of the Performance Evaluation Process for the 50/60 Series Employees and the role of the COA Board of Directors. (See Scott's power point)

Scott noted that performance evaluation is an on-going process. Positive performances and areas of concern should be addressed frequently throughout the year and adjustments made, as necessary. The importance of supervisor feedback was stressed. All evaluations should be objective without hearsay or gossip. It is critical to have honest feedback.

PROCESS FOR 50/60/ SERIES

Pg. 1—Part I—The 6 competencies are most important for the Director's evaluation. Should add additional comments related to the Director's activities.

Pg. 1—Part II—The Director's FY 19 goals will not be evaluated at this time. (see N/A)

Pg. 3-8—Reflect on the areas of evaluation in Part I. Grade the Director as instructed at the top of the page. If you do not have any experience in the area of the question - use N/A. A score of #3 requires specific data to support this selection. You may or may not offer additional commentary if you score a #1.

Scoring of the total evaluation influences the merit pay the employee will receive. A score between 1.5 and 2.5 is considered successful. The Human Resources Department will score and process the evaluations.

GOAL SETTING:

Each Board member should fill out the suggested Goal Page.

Please use the SMART goal system when developing the goals. (see Writing SMART Goals).

The Director will also identify 3 goals and she and the Chair will review them together and make a final decision.

These goals are personal, professional goals for the growth and development in their position as an employee. They goals are not for the department, however, as the employee achieves their specific personal, professional goals, there should be a positive impact on department.

OPEN MEETING LAW:

To comply with the OPEN MEETING LAW, you may not discuss your evaluation with anyone, including other Board members present or absent.

There is a choice to present the final document at a Board meeting or have a conversation with the Director and the Chair about the document. Anything presented at a Board meeting is subject to Open Meeting Law and will appear in the meeting notes. A private conversation between the Chair and the Director is not subject to Open Meeting Law. All of the individual evaluations will reside in the Human Resources Department and they are subject to Open Meeting Law, however, it requires a citizen to make a specific request for the information. The Chair will decide how this information will eventually be presented.

Scott Z. agreed to be available for members who missed the meeting. He will circulate the power-point presentation. Kathleen V. will send copies of the Assistant Director's position, the Director's position, and her FY 2019 goals.

Scott has asked that all the evaluations be submitted to Scott S in HR by July 8th.

Meeting adjourned: 2:15 PM

Respectfully submitted: Dianne Sullivan

Reviewed by: Kathleen Vogel, Chair

Documents:

Performance Evaluation Information letter from Scott—pre-meeting

50/60 Series Employee Evaluation Form

Writing SMART Goals

Suggested Goals Sheet: (form to be filled out)