Nevada Governor’s Council on Developmental Disabilities

Policy #

Adopted: 8/2023

**EXECUTIVE DIRECTOR EVALUATION PROCESS POLICY**

The Developmental Disabilities Assistance and Bill of Rights Act of 2000 (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. Goals adopted by the Council from the prior year’s Executive Director Evaluation.

The process for evaluating the Executive Director is:

1. The Chair will work with the Executive Director and staff to send out a survey link to each Council Member that is confidential and anonymous. The Executive Director and staff will prepare an Executive Director Evaluation Report with all responses for the Chair to review and distribute to the Council. This report is confidential and shall not be disclosed to the public.
2. The Executive Director will submit a self-evaluation report to the Council 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 brief summary of the activities performed in addressing the Council’s Goals from the prior year’s work; 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.

This report will be confidential and will be sent to the Council in December. This aligns with the Council Staff requirement to annually submit the Periodic Performance Report also due in December to the Administration on Community Living.

1. After meeting with the Executive Director to discuss the survey results, evaluation scores, and comments, the Chair prepares an oral report to present to the Council at the first regularly scheduled meeting of the new federal fiscal year following the annual review date of the Executive Director. The report shall contain the average scores for each section of the form as well as a summary of commendations and recommendations found in member’s evaluation form. The Council will approve the final Executive Director Evaluation report and recommendation(s) by way of the Executive Committee in a closed meeting.

The areas of input shall include the following:

1. Federal and State Mandates
2. Five Year State Plan preparation, planning, implementation, and reporting
3. Budget Preparation, management, and monitoring
4. Grant Management
5. Council Representative
6. Council Meetings
7. Overall Job Performance
8. Suggestions for Improvements
9. Other Comments/Feedback