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C.L. "Butch" Otter
Governor

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Chair

Marilyn B. Sword
Executive Director

EXECUTIVE DIRECTOR EVALUATION CRITERIA Policy No. 108

The Council directs the Executive Director to achieve certain Ends within certain Limitations which are listed below.

A. ENDS "DO" POLICIES

1. Do assure the staffing of the implementation of the Council's State Plan planning process by:
 - a. Providing staff support and technical assistance to Council workgroups and committees;
 - b. Providing research and analysis of issues under consideration by the Council; and
 - c. Informing Council members about pending deadlines and potential impacts of the decisions they are considering.
2. Do implement the State Plan activities by:
 - a. Contracting with outside agencies and/or supervising staff activities to accomplish outcome measures and performance targets;
 - b. Assuring timely intervention when contract compliance issues are discovered;
 - c. Assuring that annual program performance report accurately reflects the activities of the Council;
 - d. Reporting to Council Workgroups on Plan implementation progress, including but not limited to awarding of contracts; and
 - e. Operating within the plan activity budget approved by the Council.
3. Do direct the management of the Council by:
 - a. Providing the necessary accommodations to give Council members the opportunity to participate fully in Council and related activities;
 - b. Assuring the adequate number, qualification, and supervision of staff, working as a team to support and provide technical assistance to the Council, its committees, workgroups and other ad hoc committees it establishes; and
 - c. Maintaining a sufficient number of task forces, coalitions, associations, advisory groups and/or advisors to assist in management responsibilities.
 - d. Being responsive to Council members to assure full and active participation in Council meetings or related activities.
4. Do represent the Council by:
 - a. Speaking on behalf of the Council within the parameters set forth in the policies approved by the Council;
 - b. Developing communication with those in the media;
 - c. Authorizing staff or Council members to represent or speak on behalf of the Council;
 - d. Monitoring and providing information to public policy makers on issues which impact people with developmental disabilities and their families;

- e. Supporting the Council Chair in his/her capacity as liaison between the Council and the Governor and other state, federal or local officials as the Council may determine;
 - f. Providing information and/or technical assistance to Council officers, Committee Chairs, and Workgroup Chairs as may be required or requested; and
 - g. Monitoring the Department of Health and Welfare and other state agencies funding or providing programs for people with developmental disabilities as their programs impact the issues or activities identified in the State Plan.
5. Do make specified reports to the Council on:
- a. Progress reports on “do and don’t” policies;
 - b. Staff activities;
 - c. Council budget;
 - d. Contractor activities;
 - e. Legislative and public policy matters;
 - f. Progress in the State Plan implementation;
 - g. Emerging issues; and/or
 - h. Other items as determined by the Council.
6. Do represent the Council in working with, forming partnerships, and assuming leadership when appropriate, with other federal, state and/or local agencies, organizations, coalitions, associations, and other such groups to further the agenda of the Council’s State Plan and pass on involvement in those which don’t.
7. Do adhere to a code of ethics adopted by the Council.

B. EXECUTIVE LIMITATIONS “DON’T” POLICIES

- 1. Do not overspend the Council budget.
- 2. Do not express opinions contrary to those adopted by the Council.
- 3. Do not engage in advocacy activities that are contrary to positions adopted by the Council.
- 4. Do not enter into a contract with a vendor or individual which does not meet the minimum criteria for meeting project outcomes as determined by the Council.
- 5. Do not be late in meeting deadlines established by the Council or federal/state agencies.
- 6. Do not assume a policy setting role for the Council.
- 7. Do not violate state laws, rules or regulations in the management of the Council.
- 8. Do not violate delegations from the Council to the Executive Director and seek necessary clarification when delegation is unclear.