

**SOUTHEASTERN ARIZONA COMMUNITY ACTION PROGRAM
EXECUTIVE DIRECTOR
CUMMULATIVE EVALUATION FORM**

REVIEW PERIOD: JULY 1, 2020 TO JUNE 30, 2021

INSTRUCTIONS: Please rate each individual performance area by circling the number that indicates your rating of the Executive Director’s performance in that area. In the box provided at the end of each section, enter the sum of the individual performance areas. Write any comments that are necessary to explain your ratings for each performance area in the area provided in each section.

RATING SCALE: One means poor performance, and five means excellent performance:

(1)	(2)	(3)	(4)	(5)
POOR	BELOW AVERAGE	AVERAGE	GOOD	EXCELLENT

SECTION A. - RELATIONSHIP WITH THE BOARD

- | | | |
|----|--|-------------------|
| 1. | Keeps the Board informed of SEACAP’s activities, progress and problems. | <u>4.8</u> |
| | 1 2 3 4 5 | |
| 2. | Is receptive to Board Members ideas and suggestions. | <u>4.7</u> |
| | 1 2 3 4 5 | |
| 3. | Adheres to SEACAP’s Bylaws and Arizona Open Meeting Law requirements. | <u>5.0</u> |
| | 1 2 3 4 5 | |
| 4. | Facilitates the decision-making process for the Board. | <u>5.0</u> |
| | 1 2 3 4 5 | |
| 5. | Accepts Board direction as constructive suggestion for improvement. | <u>4.8</u> |
| | 1 2 3 4 5 | |
| 6. | Follows up on all problems and issues brought to his/her attention and makes sound recommendations for Board Action. | <u>4.8</u> |
| | 1 2 3 4 5 | |

TOTAL THIS SECTION:

29.1

WRITTEN COMMENTS:

- Yvette has been as always, since my joining the board, professional and knowledgeable. Keeping all of us board members and the staff current and advised as the CSBG/LIHEAP world changes.
- Mrs. Ramirez has created and maintains a transparent open-relationship with the Board.

SECTION B. - MANAGEMENT SKILLS AND ABILITIES

1.	Ensures preparation of all necessary reports and accurate record keeping.					<u>4.8</u>
	1	2	3	4	5	
2.	Speaks and Writes clearly.					<u>5.0</u>
	1	2	3	4	5	
3.	Ensures establishment of organizational goals and objectives prior to each fiscal year.					<u>5.0</u>
	1	2	3	4	5	
4.	Plans well in advance.					<u>5.0</u>
	1	2	3	4	5	
5.	Is progressive in attitude and action.					<u>4.7</u>
	1	2	3	4	5	
6.	Adequately follows through on set plans.					<u>5.0</u>
	1	2	3	4	5	

TOTAL THIS SECTION:

29.5

WRITTEN COMMENTS:

- Yvette knows her stuff.
- Mrs. Ramirez leads with passion and respect.

SECTION C. - SERVICE TO PROGRAMS AND CLIENTS

1.	Understands and stays current with the needs of the Programs and their operations.					<u>5.0</u>
	1	2	3	4	5	
2.	Focuses activities on serving Program and client needs.					<u>5.0</u>
	1	2	3	4	5	
3.	Accepts criticism from the public and clients and responds appropriately.					<u>5.0</u>
	1	2	3	4	5	

TOTAL THIS SECTION:

15.0

WRITTEN COMMENTS:

- Mrs. Ramirez is very well informed about client needs and understands each county's unique needs and circumstances.
- Years of experience pay well in smooth operations for our clients.

SECTION D. - FISCAL MANAGEMENT

1.	Ensures preparation of a balanced budget as designated by the Board.					<u>4.8</u>
	1	2	3	4	5	
2.	Ensures completion of the year with a balanced budget.					<u>5.0</u>
	1	2	3	4	5	
3.	Displays common sense and good judgment in business transactions.					<u>4.8</u>
	1	2	3	4	5	
4.	Adequately supervises fiscal operations.					<u>5.0</u>
	1	2	3	4	5	

TOTAL THIS SECTION:

19.6

WRITTEN COMMENTS:

- Please refer to prior comments from the section on.
- Mrs. Ramirez provides strong guidance and support for the fiscal staff in preparing, integrating and maintaining financial planning and budgeting.

SECTION E. - PERSONAL AND PROFESSIONAL ATTRIBUTES

1.	Projects professional demeanor.					<u>5.0</u>
	1	2	3	4	5	
2.	Participates in professional and community activities.					<u>4.8</u>
	1	2	3	4	5	

TOTAL THIS SECTION:

9.8

WRITTEN COMMENTS:

- Mrs. Ramirez demonstrates high quality leadership and teamwork skills. She directs the program with fidelity.

SECTION F. - PUBLIC RELATIONS (LOCAL, STATE, & FEDERAL)

1.	Represents SEACAP in a positive and professional manner.					<u>5.0</u>
	1	2	3	4	5	
2.	Actively promotes SEACAP to the public, locally, statewide and at a federal level.					<u>4.8</u>
	1	2	3	4	5	

TOTAL THIS SECTION:

9.8

WRITTEN COMMENTS:

- Mrs. Ramirez is an exemplary public role model.

SECTION G. - EFFECTIVE LEADERSHIP OF STAFF

1.	Hires and maintains competent staff members.					<u>4.8</u>
		1	2	3	4	5
2.	Encourages and promotes staff development.					<u>4.8</u>
		1	2	3	4	5
3.	Follows personnel policies closely.					<u>5.0</u>
		1	2	3	4	5
4.	Maintains high staff productivity.					<u>5.0</u>
		1	2	3	4	5

TOTAL THIS SECTION: **19.6**

WRITTEN COMMENTS:

- Mrs. Ramirez leads by example and treats her staff fairly, creating a positive and safe working environment.

The following questions are included to provide for further review and discussion of the Executive Director's evaluation.

1. In your opinion what has the Executive Director done well?
 - Everything that has been asked of her, she has done. She is open to change and always has the best interest of SEACAP, staff and clients.
 - I feel Yvette is doing an outstanding job. She works very hard and gives 100+ % consistency. She cares and supports staff and is straight-up on her decision making. She communicates very well and is always prepared to meet the Board's needs.
 - She has held SEACAP together during the two-year COVID pandemic.
 - She has managed to keep the doors open in these difficult times.
 - I believe Mrs. Ramirez has been very proactive with the new normal that the pandemic forced us to adapt to. She has been able to maintain all the services available to all communities and has also taken in new responsibilities and new ideas of getting services out to the community. She has done an amazing job in getting involved with the communities in all counties.
 - The executive director report is wonderful. It keeps us in the know of what meetings and trainings (in writing) have been attended.
 - Mrs. Ramirez is very knowledgeable about program and has a deep understanding of policy, procedure and most importantly needs.

2. What could the Board do to assist the Executive Director in doing a better job?
 - Be timely in our responses and deliverables
 - Attending their community outreach as a board member, showing support to their activities and being present as events arise and allow. Always attending meetings to meet quorum is a must.
 - Spend more time reviewing Board meeting material
 - The board can gain more knowledge about the program and provide support with community outreach by assisting with identifying and addressing individual and community needs.
 - View more webinars about current events
 - Look for people to serve as Board Members for SEACAP
 - Respond more quickly to SEACAP messages
 - Support her

3. What could the Executive Director do to better serve the Board and Programs?
- I believe she is going a great job keeping us updated.
 - Provide more learning and networking opportunities within our communities.
 - Yvette is operating at a high level of effectiveness and efficiency.
 - Will let you all know as soon as I think of something.
 - I think she is doing a good job by keeping us informed.
 - I think this past year Yvette has well served both as well as staff. The challenges that she and staff were presented with and achieved were certainly a measurement of their hard work and success.
4. What goals should be set by the Board for the next year's evaluation?
- Let's do an annual meeting with some training about ROMA and update strategic plan first please.
 - I believe current evaluation goals are effective in ensuring progress.
 - With the Willcox closure, an overview of the impact on the service and staff.
 - If the pandemic is diminished, evaluate the executive director on increasing the percentage of services provided while decreasing overhead and administrative costs.
 - Try to get more board members.
 - To be on time with our completed evaluation.

Board Member Name

Date