

TO: Juvenile Welfare Board Members

FROM: Executive Committee: Myrtle Smith-Carroll, Chair  
Norma Rienhardt, Vice Chair  
Cecilia Burke, Secretary  
Sandra Faulkner

RE: Executive Director's Evaluation

DATE: December 13, 2001

The Evaluation Committee met on Tuesday, November 13<sup>th</sup> to review the returns from the Board members and Staff. Norma Rienhardt, Cecilia Burke and Myrtle Smith-Carroll opened the self-addressed envelopes and tallied the results, both numerically (1-5) and reviewed the comments as requested in the surveys.

Generally the results were positive with few comments critical of the Executive Director and one major criticism of the Board for not always voting as staff as recommended. "Often JWB staff recommendations are altered at the Board level."

Jim Mills, according to a few staff members, "is a visionary"; "professional" with "exceptional abilities", are responses from Board members. He articulates well with most, but to some his explanations are still tangential, vague and lack focus.

His contacts in the community with other organizations and the presence of JWB in the county, state and national foundations and associations are not, evidently, known to many of the Board. This is an area of Board education and communication which should be addressed.

The results of the numerical survey: based on the 1-5 responses:

1-2%, 2-9%, 3-23%, 4-38%, 5-28%.

The Executive Director has requested only two revisions in his current contract:

1. Extend the contract from its current expiration date of September 30, 2002 to December 31, 2002 to have the contract term correspond to the newly approved evaluation process.
2. Adjust the compensation upward by 3%, the same adjustment the Board approved for the JWB personnel system. That would increase the Director's salary from \$95,485.26 to \$98,349.82

The Executive Committee recommends the Board adopt the two requested changes and the contract be amended accordingly.