

Northwest Workforce Service Area Letter Number 6

Subject: Northwest Private Industry Council Executive Director Annual Review

Issuance Date: 1 January 2004, Revised 1 October, 2008

Effective Date: 1 January 2004

Action: To establish formal policy and procedures for the annual evaluation of the NWPIC Executive Director.

Who: Workforce Investment Board Members and Local Elected Official Board Members.

Background: The Northwest Private Industry Council has not had a formal procedure for the review of the Executive Director's performance. The purpose of this letter is to clarify and establish the framework to be utilized in the completion of an annual performance review for the Executive Director.

Policy and Procedures: The format established in this letter will be used in all future evaluations of the Northwest Private Industry Council Executive Director. The review of the Executive Director should be based on the duties and responsibilities of the position as outlined in the Executive Director job description. The following procedures shall be used in this process:

- 1. Time Table:** The annual evaluation of the Executive Director shall be completed by the end of each calendar year and approved by the Workforce Investment Board at the January meeting. The review process shall begin in October of each year. Workforce Investment Board members shall have a minimum of thirty days to complete their portion of the review. The individual Council Member reviews are to be submitted directly to the Workforce Investment Board Chair by no later than 31 December.
- 2. Oversight:** The NWPIC Personnel Committee shall have oversight of the review process. The Workforce Investment Board Chair will be responsible for compiling the individual Workforce Investment Board member evaluations and for reviewing the results of the evaluation with the Executive Director.
- 3. Evaluation Forms:** An evaluation form based on the Executive Director's job description will be completed by each of the individual Workforce Investment Board members. The form will be designed to allow for comment on each duty and responsibility in addition to a space for general comments. The form shall contain provisions whereby Workforce Investment Board members can indicate that they do not feel that they have sufficient information to rate the Executive Director. (Appendix A) The Executive Director shall submit a self-evaluation to the Workforce Investment Board Chair as part of this process.

4. Chair Review: The Workforce Investment Board Chair shall meet with the Executive Director prior to the January Workforce Council meeting to review the results of the evaluation. The Chair will present the findings of the Executive Director annual review to the full Workforce Investment Board at the January Workforce Council meeting.

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ATTACHMENT A

EXECUTIVE DIRECTOR

EVALUATION FORM

NORTHWEST PRIVATE INDUSTRY COUNCIL EXECUTIVE DIRECTOR EVALUATION FORM

Please rate the Executive Director of NWPIC on the criteria below. Place the appropriate number (from 1 to 10 or X or O) or your rating on the line preceding the characteristic.

1 - 2	3 - 4	5 - 6	7 - 8	9 - 10
Unsatisfactory	Needs Improvement	Fully Competent	Commendable	Exceptional

X=NO CHANCE TO OBSERVE/UNKNOWN O=NOT APPLICABLE

JOB DESCRIPTION DUTIES AND RESPONSIBILITIES

- _____ 1. Serves as the staff support and counsel to the NWPIC Workforce Council.
Comments:
- _____ 2. Acts as the representative of the NWPIC Workforce Council in dealing with the LEO Board, MWCA, Legislators, WorkForce Center partners, County Boards, County Social Service agencies.
Comments:
- _____ 3. Administers the day-to-day duties of the NWPIC in compliance with Federal and State law, regulations and directives and in compliance with NWPIC policy and procedures.
Comments:

- _____ 4. Negotiates and drafts all contracts and sub-grants with program operators and other entities for approval by the NWPIC Workforce Council.
Comments:
- _____ 5. Provides the NWPIC Workforce Council with up-to-date information on pending and current legislation, regulations, state policy and procedure and written narrative and statistical reports on local program performance.
Comments:
- _____ 6. Completes monitoring of all sub-grant expenditures and performance to insure compliance with job training regulations and policies.
Comments:
- _____ 7. Actively promotes the marketing of the Northwest Private Industry Council, within the context of the Workforce Center System.
Comments:
- _____ 8. Response to DEED request for an Annual Plan and Report, program narrative reports, statistical reports, budget planning and other items as required.
Comments:

_____ 9. Develops, implements and administers NWPIC policy and procedures to assure compliance with all Federal and State laws, regulations and directives.

Comments:

_____ 10. Directs the activity of other staff hired by the NWPIC.

Comments:

_____ 11. Solicits funding form outside the normal WIA allocation funding channels by applying for grants and donations from private foundations, local entities, state agencies and federal sources to enhance the existing employment and training programs in the NWPIC Workforce Service Area.

Comments:

PLEASE FEEL FREE TO MAKE ANY GENERAL COMMENTS YOU MAY HAVE OR ADD ANY SPECIFIC SUGGESTIONS THAT YOU MAY HAVE CONCERNING THIS EVALUATION PROCESS. USE ADDITIONAL SHEETS AS NECESSARY TO PROVIDE ADDITIONAL COMMENTS TO THIS FORM.

THIS PERFORMANCE REVIEW SHALL BE COMPLETED EACH YEAR BY THE PERSONNEL COMMITTEE OF THE NORTHWEST PRIVATE INDUSTRY COUNCIL/WORKFORCE COUNCIL.

EMPLOYEE COMMENTS: (OPTIONAL)

SIGNATURE OF CHAIR

DATE

SIGNATURE OF EMPLOYEE

DATE

NWPIC 10-01-08