

Minutes
Town of Lunenburg
Council on Aging Director's Evaluation Sub-Committee

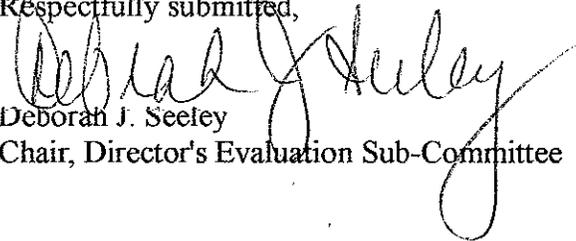
A meeting of the Council on Aging (COA) Director's Evaluation Sub-Committee was held on Friday, February 17, 2012 at 9:00 a.m at the Eagle House Senior Center. Present were committee members Deb Seeley, Fred Crellin, Jane Doyle, Jim Hays and invited guest, Doreen Noble, Council on Aging Director. The purpose of the meeting was to begin the process for completing the COA Director's job description and evaluation based on the information provided by Town Manager Kerry Speidel at the last meeting.

The Committee reviewed draft copies of a job description and job evaluation provided by Deb based on documents used in the past. The Committee agreed that the job evaluation be based on the job description and made changes to both documents. Fred suggested that the job evaluation tool be broken down into major categories to include: Fiscal Planning and Management, Compliance and Risk Management, Supervision and Leadership, Communication, Program Development and Personal Characteristics and Development. The Committee agreed and thanked Fred for his input.

Deb will make the changes to the job evaluation tool and bring the revised documents to the next meeting for approval.

The next meeting of the Director's Evaluation Sub-Committee will be held on Friday, February 24th at 9:00 a.m at the Eagle House. The meeting adjourned at 10:20 a.m.

Respectfully submitted,


Deborah J. Seeley
Chair, Director's Evaluation Sub-Committee