

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

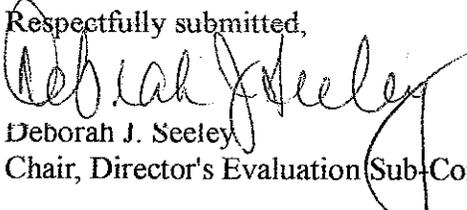
A meeting of the Council on Aging (COA) Director's Evaluation Sub-Committee was held on Friday, March 2, 2012 at 9:00 a.m at the Eagle House Senior Center. Present were committee members Deb Seeley, Jane Doyle, Fred Crellin and Jim Hays. The purpose of the meeting was to review the final changes to the job description and job evaluation discussed at the previous meetings.

Minor changes were made to the documents and the Committee voted to accept the final job description and job evaluation tools. Discussion was held regarding the rating scale and there was concern that the "outstanding" category could be overused and confused with "exceeds expectations". Information will be given at the COA meeting on how the documents were developed, the relationship between the job description and the evaluation tool and how to use the rating scale.

The process of conducting the actual evaluation will be determined by the COA so the Sub-Committee agreed that their assignment was complete and the results would be reported at the next COA meeting.

The meeting adjourned at 10:20 a.m.

Respectfully submitted,

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