

NAME PAMELA BARBEE  
 DATE FOR THE PERIOD 01/01/2017 THROUGH 12/31/2017

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 DATE 3/1/2018

**PART # I APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES**

List and evaluate employee performance in completing specific objectives set for employee for this evaluation period. (negotiated with employee during previous evaluation).

	objectives		
	exceeded	met	not met
1 Keep up with new legislation	X		
2 Rebuild office staff		X	

**PART # II GENERAL APRAISAL OF EMPLOYEE PERFORMANCE**

		performance evaluation		
		EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	NEEDS TO IMPROVE
1 Job Knowledge	Possesses a knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2 Productivity	Generates and successfully completes the amount of work expected and agreed to for the position and job description		X	
3 Quality	Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements.		X	
4 Initiative	Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5 Use of Time	Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.	X		
6 Planning	Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7 Follow-up	Maintains control of workloads, allocates resources to insure assignments are completed timely and accurately. Provides timely input into co-worker's projects, as required.		X	
8 Human Relations	Promotes harmony and cordial working environment. Displays an interest in assisting co-workers. If asking for assistance respects schedules and priorities of co-workers.	X		
9 Leadership	Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10 Communication	Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, messages to co-workers in a clear, complete and timely manner.	X		

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**PART III**

**EXPLANATION OF RATINGS CHECKED IN PART I AND PART II  
(Describe outstanding achievements and/or reasons for "NOT MET" )  
or "NEEDS IMPROVEMENT" ratings)(include remedial action)**

**PART IV EMPLOYEE OBJECTIVES FOR NEXT REPORTING PERIOD  
(Ranked in priority order)**

Increase and continue to improve coordination and cooperation with our contractual partners.

Continue to monitor WIOA legislation, as well as DCEO and DOL policy and procedures to keep Board informed.

Increase and continue to improve coordination and cooperation with WIOA core partners and One-Stop partners to improve service delivery, operations and performance.

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PART V

EMPLOYEE'S COMMENTS

My goal again this year seemed simple, but it is really complex - comply with the now not so new program guidelines associated with WIOA. We continue to receive very little official guidance from the State and information continues to slowly be made available with lengthy assignments and quick turn-around deadlines. I think that it is important to keep the board as up-to-date as possible so continue to place a high importance on communication by passing along information as it becomes available.

We competitively procured the services for the OneStop system operator for the PY17 MOU (7/1/17 - 6/30/18) as well as negotiated the MOU and got the OneStop system certified. Each in a timely manner, but not without challenges, rewrites and deadline extensions. With the lessons learned from this project, I am hopeful that next year's process will go much smoother.

Summer once again found us rolling up our sleeves, with the passing of long time Mid 5 employee Ronda Glenn and Roger Boma's declining health, we assisted with the closing of the Mid 5 offices. This entailed transferring client files to the appropriate service provider, ensuring that out of date records were properly disposed of, and transferring or disposing of furniture and equipment. We quickly discovered that Mid 5 had a long history of records all stored in a storage building, not sure why it seems we always pick the hottest days of summer to accomplish these types of projects, but Lyn, Rita and I managed to get the offices closed by the end of July.

With the hiring of the fiscal officer in October, the office is finally fully staffed again. One of the most important lessons I learned from the Mid 5 closing is that everyone in the organization should have some knowledge of every position so we will be doing some cross training after everyone learns their new duties and each position will develop a manual for their duties.

PART VI

SIGNATURES



I DO CONCUR WITH THIS EVALUATION

I DO NOT CONCUR WITH THIS EVALUATION

*Pamela Barbée*

EMPLOYEE SIGNATURE

3-12-2018

DATE

I HAVE PERSONALLY DISCUSSED THE CONTENTS OF THIS DOCUMENT WITH THE EMPLOYEE AND DO , DO NOT  RECOMMEND HER FOR A SALARY INCREASE, FUNDS PERMITTING.

*Royce Carter*  
Board Chairman

3-12-2018

DATE