

<b>NAME</b>	<b>PAMELA BARBEE</b>	<b>PAGE</b>	<b>1</b>
<b>DATE</b>	<b>FOR THE PERIOD 01/01/2024 THROUGH 12/31/2024</b>	<b>DATE</b>	<b>02/28/2025</b>
<b>PART # I</b>	<b>APPRAISAL OF SPECIFIC NEGOTIATED OBJECTIVES</b>		

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	Continue to Recruit Board Members	X		
2	Attend Professional Development	X		
3	Raise the Profile of the System		X	
4	Continue to mentor and lead service providers through robust training programs.		X	

<b>PART # II</b>	<b>GENERAL APRAISAL OF EMPLOYEE PERFORMANCE</b>	<b>performance evaluation</b>		
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		EXCEEDS	MEETS	NEEDS
		EXPECTATIONS	EXPECTATIONS	TO IMPROVE
1	<b>Job Knowledge</b> Possesses a knowledge of duties and responsibilities for current position. Asks questions when unsure.	X		
2	<b>Productivity</b> Generates and successfully completes the amount of work expected and agreed to for the position and job description	X		
3	<b>Quality</b> Work generated is complete, correct and accurate. Work is presented in a logical format and conforms to program requirements.	X		
4	<b>Initiative</b> Consistently seeks improved methods. Self motivated, requires minimal direction for routine tasks.	X		
5	<b>Use of Time</b> Uses available time wisely, punctual in reporting to work. Accomplishes work on or ahead of schedule. Conducts personal business away from office.	X		
6	<b>Planning</b> Establishes logical priorities. Sets realistic objectives. Anticipates future requirements and projects.		X	
7	<b>Follow-up</b> 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	<b>Human Relations</b> 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	<b>Leadership</b> Communicates effectively. Sets example of professional attitude and behavior. Makes decisions within limits of authority. Informs co-workers of those decisions.	X		
10	<b>Communication</b> Provides guidance and instructions in an understandable manner. Relays phone requests, instructions, messages to co-workers in a clear, complete and timely manner.	X		

NAME PAMELA BARBEE  
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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)**

Continue to recruit board members.

Continue to raise the profile of the system.

Continue to seek professional development opportunities for Executive Director and Board Staff.

Continue to mentor and lead service providers through robust training programs.

NAME: PAMELA BARBEE DATE: 02-28-2025

PART V EMPLOYEE'S COMMENTS

Goal #1 - Continue to recruit board members. At the end of December, last year, we had 12 vacant board positions and this year we have 9 unfilled positions at the end of this year so we are making some headway. We still need business representatives from Alexander (2), Edward (1), Massac (2), Pope (1), Saline (1), Union (2), and Wabash (1). In October and November, I visited each of the County Boards and asked for their assistance with filling our vacant board positions. Keeping our Board full has proven to be by far my greatest task.

Goal #2 - Continue to raise the profile of the system. In 2024, I continued to promote our programs in an attempt to move us from the best-kept secret in Southern Illinois. I participated in the Adult Educations area planning council meetings, work closely with the Illinois Eastern Community College's workforce education department to present our Incumbent Worker Program, as well as other work-based learning options, to manufactures in our northern counties. Along with IECC Adult Education Staff, I participate in a monthly radio interview to bring awareness. I presented "how WIOA can help pay for your education" to a few high schools, as well as career fairs and Adult Education's GED classes. My staff continued to host the quarterly Business Services Team meeting to make sure that our partners were aware of our services.

Goal #3 - Continue to seek professional development opportunities to Executive Director and Board Staff. I again took advantage of several of the DCEO Wednesday Webinar and attended the WIOA Summit and the Regional Workforce Summit. I continue to encourage my staff as well as the service providers to take advantage of the training opportunities too, highlighting the ones that made an impact on their duties. I also attended the virtual workforce 360 meetings, which hosted by the Cook County Workforce area. While most of the topics are not really suited for, our rural area these meetings gave me a different perspective of workforce.

Goal #4 - Continue to mentor and lead service providers through robust training programs. We have continued to have our quarterly in service training with all of the service provider staff. In these meetings we discuss daily operations such as case notes, eligibility and demand occupation lists. The content is decided each quarter based on what we have noticed in our spot monitoring of the files and reports. At the in-person meeting, look at files in IWDS in real-time and discuss the issue, how it happened and more important how to prevent it from happening in the future. Our annual provider retreat has become popular with all of the area's career planners, fiscal staff, and Board staff attending. This year IECC Business and Industry offered to facilitate the event, which was a great benefit as it allowed my staff to fully participate without the burden of planning and hosting. We covered a wide variety of topics, such as Fraud Prevention, and ADA topics. Throughout the year, we continued running several reports from the State's participant system and sending them to the Providers WIOA managers so the issues could be addressed. We were once again monitored by the State in the fall. The DCEO monitors once again acknowledged the efforts of the career planners and complemented our improvements from the two previous years monitoring.

Other Items of Interest. We did receive a State grant again this year and are finishing up the Quest grant. Both of those grants focus on work experience for individuals who have little or no prior work experience with the goal of providing individuals with that all important first job to increase the level of participating in the work force in our area. Additionally, we were awarded an additional \$148,000 in our 1E grant. These funds focuses on incumbent worker projects, with the goal to avert layoffs.

PART VI SIGNATURES

I DO CONCURR WITH THIS EVALUATION

I DO NOT CONCURR WITH THIS EVALUATION

Pamela Barbée  
EMPLOYEE SIGNATURE

3/5/25  
DATE

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

[Signature]  
Board Chairman

3/5/25  
DATE