



Winter Program Director Meeting

January 15, 2020

State Library of Ohio

9:30 am – 4:30 pm

Welcome & Introductions

- Happy New Year!!
- Name
- Program Name
- Region where your program is located
- Favorite Winter activity



Overview of the Day

- Review Agenda
- Housekeeping Items





Documentation & Member Training

- Performance Evaluation Training
- Best Practices: Exits, Corrective Action, Attendance
- Grievance Policy & Updates

Performance Evaluations





"That's my performance review?!
Two thumbs up?!"



Performance Appraisal



Opening Activity

Turn to someone next to you and share a personal Performance Evaluation story. Either one you've received or when you've delivered one, good or bad!





Training Objectives

- Identify the basic components of a performance evaluation
- Demonstrate your understanding of AmeriCorps performance evaluations



CNCS Requirements

- [2019 AmeriCorps Specific T&C:](#)
 - Section V. E.
 - The recipient must conduct and keep a record of at least a midterm and end of term written evaluation of each member's performance for FT members and end of term written evaluation for all less than FT members



CNCS Requirements

- [2019 AmeriCorps Specific T&C:](#)
 - Must include the following:
 - Whether the member has completed the required number of hours
 - Whether the member has satisfactorily completed assignments
 - Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service





However...

- Should that be all you include in the mid-year/end of year evaluation?
- What other details do you include in your review?
- Self-appraisal?



Ways to Prepare for PEs

- Start with Performance Expectations and goals
- Provide regular feedback throughout the year
- Deal with performance problems swiftly and decisively
- Maintain documentation

Source: <https://www.thebalancecareers.com/prepare-for-performance-review-for-managers-2275912>



Ways to Prepare...

- Get feedback from others (if multiple supervisors, etc.)
- Ask for feedback from the member
- Be prepared with examples

Source: <https://www.thebalancecareers.com/prepare-for-performance-review-for-managers-2275912>



Review & Implement

- Break into groups of 3 and review each other's Performance Evaluations
- Discuss what works and what you'd like to change
- Role play how you would implement your updated (if applicable) Performance Evaluation



Things to consider...

- What if someone is performing below standards?
- Do you have an improvement plan template/process?
- Set a timeline for improvements to occur
- Regularly check-in with member to track progress



Other things to consider...

- Date and time of day
- Who is attending? (additional supervisors)
- How much time are you setting aside? 30 minutes, an hour?
- Follow-up after the review



Attendance

- How do you manage member attendance?
 - Time-off request forms
 - Other tracking tools?
- What are your call off procedures?
 - are these procedures consistently followed?
- Inclement weather?

Corrective Actions

- When do you use CAs?
- Do you use progressive discipline at your agency?
- Pair with an improvement plan?

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“There is always room for improvement. It’s a small room with no windows or distractions. We already moved your things.”

ServeOhio strengthens communities through AmeriCorps and volunteer engagement.



Suspensions & Early Exits

- Documentation:
 - Resignation Letter
 - Email
 - Certified Letter
 - Amendment to MSA with updated exit date when returning from suspension



Member Accommodations?

- Do you have a formal process to request this information?
- How do you document the request/accommodation?

Grievance Policy Update





ServeOhio Awards & MLK Day Projects

- Application is open and can be found on our website [here](#). Nominations are due January 31st
- Please complete form if participating in MLK Day this year



Proposed Rule for NSCHC Process

To further streamline the NSCHC process for CNCS grantees, sponsors, and partners, the new proposed rule includes the following elements:

- Making CNCS-approved vendor use mandatory.
 - Eliminating the NSCHC requirements for:
 - AmeriCorps State and National Planning Grants and Nonprofit Capacity Building Grants.
 - Staff on fixed-amount grants.
 - Those who are under age 18 on their first day of service.
 - Requiring a three-part check for everyone (no more two-part checks).
 - Requiring all checks to be complete before work or service begins.
 - For those who are working or serving at the time the rule is effective, it provides 180 days to comply with the rule by obtaining a check through the vendors.
-
- It is open for public comment on the Federal Register [here](#).



Unused Funds

- Form for unused funds will be distributed after today
- Please complete the be best of your ability and return by January 31st to your Program Officer

ServeOhio Staff Changes



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Lunch!

Please return by 1:10!





General Member Training

- When do you make your training calendar?
- How do you determine the type of training offered throughout the year?
- What are some examples of training topics you provide?

Break!



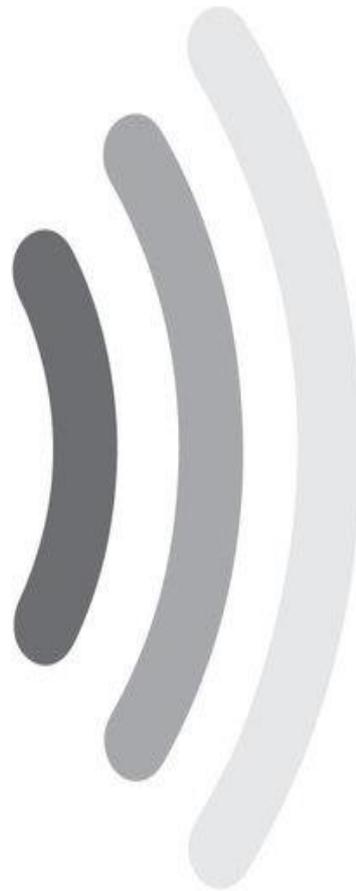
Pam Slater

Executive Director, Volunteer Experiences

Marci Hasty

District Executive Director,
North YMCA and YMCA Camp Willson



A graphic of three concentric, curved lines on the left side, resembling a listening ear or sound waves, with a gradient from dark grey to light grey.

L1STEN

A graphic of three concentric, curved lines on the right side, resembling a listening ear or sound waves, with a gradient from light grey to dark grey.



HOW TO HAVE A DIFFICULT CONVERSATION

Peer Exchange Discussion







Final Thoughts & Questions

- LeaderCorps Update
- GPR is due January 24th
- Notice of Funding Announcement
- Regional Training – Minnesota
 - May 6-8, 2020
 - Registration will open soon