

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

1:00 pm, Tuesday, September 19, 2017

Meeting Location: 2223 W. Loop South, Suite 240
Houston, Texas 77027

AGENDA

* = Handout to be distributed at the meeting

-
- I. Call to Order Curtis Bellard and
Nancy Miertschin, Co- Chairs
- A. Moment of Reflection
 - B. Adoption of the Agenda
 - C. Adoption of the Minutes
- II. Public Comments and Announcements
(NOTE: If you wish to speak during the Public Comment portion of the meeting, please sign up on the clipboard at the front of the room. No one is required to give his or her name or HIV status. All meetings are audio taped by the Office of Support for use in creating the meeting minutes. The audiotape and the minutes are public record. If you state your name or HIV status it will be on public record. If you would like your health status known, but do not wish to state your name, you can simply say: "I am a person living with HIV", before stating your opinion. If you represent an organization, please state that you are representing an agency and give the name of the organization.
- III. Old Business
- A. Review Council Policies
 - 200.01 Nominations Screening Process
 - 200.03 Meetings
 - 300.01 Letters of Support and more
 - 400.02 Roles & Responsibilities
- IV. New Business
- A. Review applicant-screening process and form Tori Williams
- V. Announcements
- VI. Adjourn
- OPTIONAL: Members meet with Committee Mentor Skeet Boyle

Houston Area HIV Services Ryan White Planning Council

Operations Committee Meeting

2:00 pm, Thursday, August 15, 2017

Meeting Location: 2223 W. Loop South, Suite 240; Houston, Texas 77027

MINUTES

MEMBERS PRESENT	MEMBERS ABSENT	OTHERS PRESENT
Curtis Bellard, Co-Chair	Denis Kelly, excused	Cecilia Ross, RWPC Chair
Nancy Miertschin, Co- Chair		Tori Williams, Office of Support
Skeet Boyle		Rod Avila, Office of Support
Carol Suazo		
Isis Torrente		

Call to Order: Curtis Bellard, Co-Chair, called the meeting to order at 2:09 p.m. and asked for a moment of reflection.

Adoption of the Agenda: ***Motion #1:*** *it was moved and seconded (Torrente, Boyle) to adopt the agenda. Motion carried unanimously.*

Approval of the Minutes: ***Motion #2:*** *it was moved and seconded (Suazo, Miertschin) to approve the May 16, 2017 minutes. Motion carried unanimously.*

Public Comment: None.

Old Business:

Update on Cross Committee Training: Miertschin stated that the Cross Trainings were well attended and seemed to be helpful since members received answers to very specific questions about the Ryan White Program. It was suggested that staff send evaluation surveys to attendees to receive feedback about the Cross Trainings. Williams suggested having future Cross Trainings after Project LEAP graduation so that the students can participate in all of the trainings.

Update on 2017 Attendance: Williams informed the Committee that letters were sent to four members with poor attendance. Dr. Patel contacted Williams immediately and attended the August Council meeting.

Petty Cash Announcement: Williams remind members about some of the parameters regarding petty cash funds. For example, if someone has a car and they typically get a check for mileage, this same person cannot claim mileage if their car breaks down and they take the bus. If another member were to see someone doing this and they were to report it to Harris County, Harris County will look into it and if they find that a member has collected mileage when they were in fact riding the bus, they will prosecute the individual.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. JUL 15, 1998

REV DECEMBER 13, 2007

POLICY No. 200.01

PLANNING COUNCIL AND EXTERNAL COMMITTEE MEMBER APPLICATION AND SCREENING PROCESSES

PURPOSE

This policy establishes guidelines by which members are nominated for membership on the Houston Area HIV Health Services Ryan White Planning Council (RWPC). It also outlines the process for applying for External Committee membership. These are two separate processes.

AUTHORITY

The process related to Council membership will comply with the most current Ryan White HIV/AIDS Program Part A Manual. The CARE Act as amended (currently referred to as the Ryan White HIV/AIDS Treatment Extension Act of 2009 or the Ryan White Program), Section 2602(b)(1) states: "Nominations to the planning council shall be identified through an open process and candidates shall be selected based on locally delineated and publicized criteria. Since there are no HRSA guidelines for External Committee membership, the process for applying and being screened for External Committee membership must comply with Houston Ryan White Planning Council (RWPC) bylaws, policies and procedures.

PLANNING COUNCIL APPLICATION PROCESS

The Nominations Screening Process for Planning Council membership will be as follows: The process shall be continuous and/or as needed to fill vacancies in Council membership. The Council shall work with the CEO's office to ensure that Council membership is in compliance with HRSA mandates regarding membership. ~~in an attempt to see that no Council seat is vacated for more than three months.~~ All terms begin in January. Members may be appointed to fill an unexpired term. ~~unless a Council member is selected to fill an unexpired term.~~

With the exception of persons representing HRSA required government organizations, such as Medicaid, HOPWA and others, Council applicants will be subject to the Nominations Screening Process conducted by the Operations Committee. ~~The Operations Committee can request a courtesy interview with the purpose of making recommendations to the Council Chair regarding committee placement.~~ The process will be an open-ended process available to all interested persons wishing to serve.

PLANNING COUNCIL REPRESENTATION:

See HRSA grant instructions.

The composition of the RWPC will be reflective of the local HIV/AIDS epidemic and according

38 to HRSA policy. Besides the HRSA required representation categories of Planning Council
39 Membership, the RWPC may also request other positions/representation, subject to the approval
40 of the CEO, in order to maintain diversity within the RWPC reflecting the pandemic and/or
41 needed expertise within the EMA. These positions are subject to the Nominations Screening
42 Process.

43

44 **PLANNING COUNCIL RECRUITMENT/ADVERTISEMENT:**

45 The Operations Committee shall announce the Nominations Screening Process by notification to
46 interested and affected groups in the form of press releases, advertisements, flyers/brochures, etc.
47 Announcements should be targeted to the following organizations and communities:

- 48 • Local HIV/AIDS organizations
- 49 • Veterans, Gay, Lesbian, Bi-sexual, Transgender, African American, Hispanic,
50 Asian, Rural and other communities
- 51 • Project LEAP students

52

53 Recommendations for vacant positions, which occur during the year, will be selected from this
54 pool of applicants.

55

56 ~~Included in the announcement, will be the name of the contact person to call regarding~~
57 ~~information about the Nominations Screening Process. All forms which need to be completed by~~
58 ~~a potential applicant will be available from the contact person.~~

59

60 **PLANNING COUNCIL NOMINEE APPLICATION:**

61 Council Application: Forms for RWPC membership will be reviewed annually by the Operations
62 Committee for revisions/changes to the forms and will be made available in English and Spanish.

63

64 With the exception of persons representing HRSA required government organizations, such as
65 Medicaid, HOPWA and others, persons interested in serving on the RWPC must submit a
66 completed nominee application form to the Operations Committee. Staff will contact an
67 applicant if their form is not complete and inform them that the Committee will not interview a
68 candidate with an incomplete application form.

69

70 Interviews with **the Operations Committee and** a potential nominee will be scheduled after an
71 application is received. The interview process will be used to determine the applicants' interest,
72 experience, background and availability of time. Open-ended questions will be used to clarify
73 answers given in response to a specific list of questions. The goal is to obtain as much
74 appropriate information as possible about the applicant. During the process, the potential
75 applicant will be able to ask questions of the Operations Committee.

76

77 **CONSIDERATION OF APPLICANTS:**

78 The Operations Committee will consider all applications in order to ensure that the PC is
79 balanced in terms of expertise, racial and ethnic composition, geography, and other criteria
80 developed by HRSA and the RWPC.

81

82 **LIST OF CANDIDATES:**

83 The Operations Committee will submit all applications with a committee recommendation to the
84 CEO. The CEO will also be notified of the candidates who are not being recommended. The
85 CEO will appoint all members to the Council.

86

87

EXTERNAL COMMITTEE APPLICATION PROCESS

Forms for External Committee membership will be reviewed annually by the Operations Committee for revisions/changes to the forms and will be made available in English and Spanish. External members will be appointed for a one year term by the Chair of the Council to each of the Standing Committees with the exception of Operations and Steering (ref. RWPC Policy 1000.01). Individuals wishing to become External members must submit to the Office of Support an External Membership application, which will include contact information for two references. Before making an appointment, the Chair must contact references for candidates unless the person has already served as an External Committee or Council member. The Council Chair can ask the Manager of the Office of Support to assist with contacting references. Both must use the approved form to document the results of all calls.

When committees have membership openings, the Office of Support will notify the Council Chair of all pending applications and references will be contacted at that time and before an appointment is made. **The Chair of the Council will make committee appointments in consultation with the Manager of the Office of Support.**

PLANNING COUNCIL AND EXTERNAL COMMITTEE APPLICATION PROCESSES

For both Planning Council and External Committee applicants, the following items will be addressed through correspondence or during the interview, and on the application:

TIME COMMITMENT:

Each applicant shall be informed of the time commitment necessary to participate as a member. Minimum time requirements for a Council member are at least four (4) hours per month. Two (2) hours for monthly RWPC meetings and two (2) hours for monthly Service Committee meetings. Minimum time requirements for an External Committee member are at least two (2) hours per month for committee meetings. This information is to be included on both Council and External Committee application forms.

CONFLICT OF INTEREST:

As part of the application process, all candidates will be informed in writing that individuals who are members of or who have a financial interest in an organization receiving and/or seeking Ryan White Part A or B or State Services funding are considered to have a conflict of interest. **(OPTIONAL TEXT)** If appointed, the individual will be required to complete a Conflict of Interest Disclosure Form annually and/or as needed, describing the relationship of the person to each organization that can benefit from an action by the RWPC. Additionally all Council and External Committee members will be required to identify conflicts of interest during a discussion and/or vote and abstain from voting on issues pertaining to that conflict.

HIV DISCLOSURE:

Persons who are self-identified as being HIV positive or having AIDS may choose whether or not to reveal their HIV/AIDS status. All laws regarding HIV/AIDS confidentiality are adhered to. This information is included on the application forms.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. May 5, 1998

REV. MAY 14, 2009

POLICY No. 200.03

MEETINGS

1 PURPOSE

2
3 This policy is to establish guidelines by which meetings of the Houston Area HIV Health
4 Services Ryan White Planning Council (RWPC) will abide.
5

6 AUTHORITY

7
8 The RWPC through adoption of Roberts Rule of Order and bylaws ~~12/07~~; Article II; Sec. 2.01-
9 2.01) and by order of the Chief Elected Official of Harris County, ensure that there will be a
10 procedure for meeting(s) conducted by the RWPC.
11

12 INTENT

13
14 The intent of this policy is to include all citizens who are infected and affected by HIV and who
15 live in the Houston Eligible Metropolitan Area (EMA) in the decision making process.
16

17 DEFINITIONS

18
19 “Meeting(s)” will be defined as an encounter where ~~two~~ **three** or more people of the RWPC
20 meet to discuss business related to that body and a binding vote is intended to be taken. All
21 meetings will be open to the public (except where noted.) The public is encouraged to
22 participate (see Policy No. 100.01) and will be notified of meetings according to Open Meetings
23 Act requirements. All meetings of the above mentioned will be held in an environment that will
24 be accessible to all interested parties.
25

26 “Standing Committee and Ad Hoc Committee Meeting(s)” are public meetings. Exceptions to
27 this are hearings conducted by the Grievance sub-committee of the Operations Committee,
28 “personnel issues”, and any other exception allowable under the Open Meetings Act.
29

30 “Work Group or Subcommittee Meetings(s)” will be defined as meetings that have been so
31 designated by the Chair of the Council, the Chair of a Standing Committee, or through the
32 recommendation of a member at a regular standing, or sub-committee meeting and agreed to by
33 that body. All finished products by work groups will be viewed by the appropriate Standing
34 Committee prior to submission to the Steering Committee, unless the Planning Council
35 ~~Standing Committee~~ approves by vote, an alternative submission process.
36

37 “Other Committee Meeting(s)” will fall under the definition of Meetings. These are
38 Committee(s) that are part and parcel of Standing Committees. While they are not officially a
39 committee, their function is to carry out the business of the Council.
40

41 Each of these entities is to conduct meetings in areas that are accessible to the public. The public
42 can make comments about the services that affect them without fear of retribution from any
43 member, or group of members of the Houston Ryan White Planning Council.
44

45 **FOCUS GROUPS**

46
47 Focus groups do not involve voting and will not be considered open meetings. These are
48 gatherings where individuals are invited to participate in open discussion about services offered
49 in the Houston EMA. Members of the committee that convene the focus groups will be subject
50 to Conflict of Interest guidelines (see Policy #800.01). Participation in focus groups will be
51 according to the approved methodology for a particular focus group, and people who are not
52 appropriate to attend or view the focus group (including Council members) will not be allowed
53 to participate.
54

55 ~~If any member of the public feels that s/he has been singled out or denied services based on~~
56 ~~guidelines specified in a contracting agency(s) agreement with the Administrative Agency (HIV~~
57 ~~Services Ryan White Grant Administration), then a grievance can be filed with that agency~~
58 ~~and/or HIV Services Ryan White Grant Administration.~~
59

60 **ROLE OF THE COMMITTEE CHAIR**

61
62 It is the role of the chair of any committee to facilitate the discussion and reach a majority or
63 consensus of the group. It is important that when there is not a clear majority or consensus in
64 committee meetings that a majority and minority report be given to the body which authorized
65 that committee to convene. It is imperative that all members of the committee be allowed to
66 express his or her concerns. The chair is to be fair and impartial.
67

68 **ROLE OF THE COMMITTEE MEMBERS**

69
70 It is the responsibility of each member of any committee to first identify if there is a conflict of
71 interest violation. If so, this member must state that by holding up the red flag (see Policy No.
72 800.01). If a committee member is the service provider of the topic under discussion, it is
73 imperative that this member listen objectively to comments or concerns both negative and
74 positive from the public, other council members or agents of the Administrative Agency. Each
75 member of the Council has the power to enact a grievance if the need arises (see Policy No.
76 1000.01). Let this policy remind committee members that the Houston Area HIV Health
77 Services Ryan White Planning Council will abide by confidentiality guidelines as set forth in the
78 most current Ryan White Program and health and safety codes of the Federal Government and
79 Texas Department of State Health Services.
80

81 **TELECONFERENCING AT MEETINGS**

82
83 Due to unusual circumstances, such as illness or travel, Council and committee members are
84 allowed to participate in a Ryan White committee meeting via telephone as long as the Office of
85 Support has access to the technology needed to accommodate such a request. Regarding Council
86 meetings, members may not use teleconferencing to participate in a full Council meeting except
87 under unusual circumstances, such as severe weather or a public health emergency (for example
88 an outbreak of the flu). In this situation, the Office of Support, in consultation with the Chair of
89 the Council (or the Vice Chair and then Chair of the Operations Committee if the Chair or Vice
90 Chair is unavailable), will decide if members can participate in a full Council meeting via
91 conference call, again depending upon the availability of the technology needed to accommodate
92 the call. Due to the limited technological capability of conference calling, Council members will

93 be included in the call on a first come, first serve basis. In this unusual situation, the general
94 public will be encouraged to submit public comment through fax or email, they may listen to the
95 conference call at the location where the staff will be in attendance, and/or they may request a
96 digital copy of the recorded proceedings (if available) or a paper copy of the meeting minutes
97 after the meeting has taken place.

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL

EST. JUL 7, 2001

REV MAY 14, 2009

POLICY No. 300.01

LETTERS OF SUPPORT, BUSINESS CARDS AND EVENT CO-SPONSORSHIP

1 **PURPOSE**

2
3 This policy is to establish the roles and responsibilities of the Ryan White Planning Council
4 when interacting with other organizations, determining events that will be co-sponsored by the
5 Council and determining if a letter of support can be provided by the Council.
6

7 **AUTHORITY**

8
9 The authority given to the Operations Committee by the council adoption and approval of By-
10 laws Rev. 12/07 and under the order of the Chief Elected Official (CEO) of Harris County,
11 initiates procedures by which day to day business of the Council is to take place.
12

13 **BUSINESS CARDS**

14
15 The Council will have two types of business cards: 1.) As the only authorized spokesperson for
16 the Council, the Chair will have a business card that includes his/her name. 2.) For all other
17 members of the Council, the staff will prepare one generic card that explains how to contact the
18 Office of Support and does not include personal identifying information.
19

20 **LETTERS OF SUPPORT**

21
22 When appropriate, letters of support will be written collaboratively between the Council Chair
23 and the Office of Support.
24

25 **PROCESS**

26 EVENT CO-SPONSORSHIP

27
28 The Ryan White Planning Council will consider co-sponsorship of an event when the following
29 has happened:

- 30 • Ninety-day advance notice is given so that the Council can review information about the
31 event.
- 32 • When the 90-day advance notice is not possible, the Affected Community Committee is
33 authorized to make a recommendation to the Planning Council regarding co-sponsorship
34 of the event.
- 35 • Events relating to a State of Emergency will take precedence over other events.
36

37 At appropriate Ryan White Planning Council approved events, a booth/table will be set up to
38 distribute information about Council activities as well as applications for Council membership.
39

40 If the sponsoring organization requests the use of a Council logo or permission to add the
41 Council's website link to the sponsoring organization's website, the following applies. The
42 Council does not have a logo and is not authorized to use the Harris County logo. Adding the
43 Council's website link to the sponsoring organization's website can only be done when the Chair
44 of the Planning Council and the Manager of the Office of Support have provided written
45 approval for 1.) Adding the link to the other organization's website and 2.) The text describing
46 the link to the Council's website. If the sponsoring agency requests that their logo or website
47 link be added to the Council's website, the Council will only include the agency's website
48 address within the electronic version of the Blue Book which is posted on the Council's website.

No recommended changes

HOUSTON AREA HIV HEALTH SERVICES RYAN WHITE PLANNING COUNCIL (RWPC)

EST. MAY 5, 1999

REV DECEMBER 13, 2007

POLICY No. 400.02

ROLES AND RESPONSIBILITIES OF PLANNING COUNCIL MEMBERS AND COUNCIL SUPPORT STAFF

1 PURPOSE

2
3 This policy is to establish the roles and responsibilities of the Houston Area HIV Health Services
4 Ryan White Planning Council and the Council Support Staff.
5

6 AUTHORITY

7
8 The authority given to the Operations Committee by the Council adoption and approval of By-
9 laws Rev. 2/07 and under the order of the Chief Elected Official (CEO) of Harris County, initiate
10 procedures by which day to day business of the Council is to take place.
11

12 INTENT

13
14 Create an atmosphere of respect and mutual understanding as to the tasks involved in processes
15 vital to HRSA mandates for Eligible Metropolitan Area Planning Councils, and their
16 responsibilities.
17

18 PLANNING COUNCIL

19
20 The Planning Council is charged with the following:

- 21 • Setting Priorities
- 22 • Resource Allocation
- 23 • Comprehensive Planning
- 24 • Assessing Needs
- 25 • Assessing the Efficiency of the Administrative Mechanism.
26

27 OFFICE OF SUPPORT

28
29 The Manager shall report to the Houston Area HIV Health Services Ryan White Planning
30 Council (RWPC) and will be responsible for the following:

- 31 • Providing direction to both the RWPC and its support staff
- 32 • Completing the legal fulfillment of all Ryan White Part A Council responsibilities
33 within the revised Ryan White Program.
- 34 • Managing the budget for the Office of Support in accordance with HRSA and Harris
35 County regulations.
- 36 • All expenditures over \$5,000 must be approved in writing by the Planning Council
37 Chair unless already specifically identified in a Council approved budget (Note: the
38 Manager may not be directed to incur any expense that is: 1. Not justifiable as an
39 expense under Ryan White Part A; 2. Not available or unobligated within the budget).

- 40 • Providing day-to-day management of Planning Council activities.
- 41 • Providing day-to-day management of the support staff operations and be responsible
- 42 for hiring and terminating staff, in consultation with the Personnel Committee.
- 43

44 In addition the Manager shall have overall management responsibility for:

- 45 • Devising and presenting to the Council, on an annual basis, a time line for the work of
- 46 the RWPC.
- 47 • Acting as the Council's point of request for public information and as a liaison with
- 48 and between the Council, its Standing Committee, Ad Hoc Committees, official
- 49 caucuses, and the Administrative Agent.
- 50 • Facilitating and enhancing regional cooperation among other planning councils,
- 51 service providers, consumers, and constituent communities.
- 52 • Assisting the RWPC and/or its committees in responding to HRSA recommendations,
- 53 including assisting with interpretations; acting upon these interpretations by
- 54 developing and facilitating a process to adopt these changes, as approved by the
- 55 RWPC mandates and initiatives and in accordance with HRSA and local county
- 56 regulations.
- 57

58 **COMMITTEES**

59
60 Only the designated Chair or Co-chair of a committee may make a budgetary request from the
61 Manager. The Chair must submit the request in writing outlining the purpose for which the
62 funds are to be used. If the request is for items not previously approved by the Council, the
63 Manager will determine whether the request can be justified as a Ryan White Part A expense and
64 whether there is money available to pay for the request. Upon estimation of the expense, if the
65 amount is to exceed \$5,000 signed approval must be given by the Chair of the Planning Council
66 before the Manager can act unless the expense has been previously approved by Council.

Applicant Name:

Date of Interview:

Does the Committee recommend applicant as a Council member to the County Judge:
 Yes No External member then Council member External member only

Justification (at least one sentence): _____

Membership Committee Interview Evaluation

Use the following rating scale to evaluate the applicant's interview. Reviewer must justify if rating candidate as a 1 or 4:

- 1 = Unacceptable: Applicant did not understand or fully answer the question. Final response was incorrect or unacceptable. Did not demonstrate an understanding of the issues.
- 2 = Borderline acceptable: Applicant understood the question, but final response was vague or incomplete. It was not clear that the applicant understood the issues.
- 3 = Acceptable: Applicant's response was acceptable. Final response addressed most aspects of the question and demonstrated a basic understanding of the issues.
- 4 = Exceptional: Applicant's response was thorough, clear and well-presented. Final response addressed all aspects of the question and demonstrated a thorough understanding of the issues.

1. Applicant's application form.

1 2 3 4

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

2. Please tell us about yourself.

1 2 3 4

3. Please tell us about any special interests, qualifications, and strengths that you can bring to the Ryan White Planning Council.

1 2 3 4

4. What does the Ryan White Planning Council do?

1 2 3 4

5. Please tell us why you want to be a member of the Ryan White Planning Council.

1 2 3 4

6. Membership on the Planning Council requires a significant time commitment. Council meetings are at 12 noon on the second Thursday of every month and committees usually meet during working hours on Mondays, Tuesdays and Thursdays. This often equals 4 hours in meetings and 2 - 4 hours of reading between meetings. Please share how you would meet these requirements. Has your supervisor approved your time off for two monthly meetings and travel time?

1 2 3 4

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

7. Please describe or give an example of conflict of interest as described in the "Conflict of Interest Disclosure" form that was part of your application package.

1 2 3 4

8. Most of the work of the Planning Council is done in committees. Our standing committees are: Comprehensive HIV Planning, Operations, Priority and Allocations, Quality Assurance, and the Affected Community. Which of these committee(s) is of interest to you and why?

1 2 3 4

9. Describe how you would work as a team player to build consensus with other Council and committee members, as well as with staff.

1 2 3 4

10. Additional Questions:

1 2 3 4

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional

If applicant was previously a member of the Planning Council:

11. Why did you leave the Planning Council?

1 2 3 4

12. Please describe your experience on the Council and how you plan to use that experience if appointed again.

1 2 3 4

Applicant Strengths & Weaknesses

	3	2	1
1) Communication Skills	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
2) Self-Expression	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
3) Responsiveness	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
4) Leadership Potential	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
5) Basic Ryan White Knowledge	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
6) Motivational Level	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
7) Basic Leadership Skills	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
8) Adaptability	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
9) Growth & Develop. Potential	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement
10) Team Player	<input type="checkbox"/> Strong	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Needs Improvement

Comments: _____

1 = unacceptable; 2 = borderline acceptable; 3 = acceptable; 4 = exceptional