

Southwest Georgia
Regional Commission
Evaluation

This section of the evaluation
is for the evaluation of the Southwest Georgia
Regional Commission as a whole.

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Southwest Georgia Regional Commission FY18

PROGRAM DEVELOPMENT

Program Development

Maintains awareness of area needs and available resources.

SWGAs Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Program Staff Performance

Ensures that local officials are satisfied with each program and that staff provides adequate services.

SWGAs Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Strategic Planning

Develops benchmarks and timetables needed to meet required services and program obligations.

SWGAs Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Name (optional)

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Southwest Georgia Regional Commission FY18

Compliance with State & Federal Requirements

Fulfills obligations of contracts and accomplishes activities in compliance with state and federal regulations.

SWGGA Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Liaison

Maintains liaison with federal, state, and local government organizations that impact Regional Commission programs.

SWGGA Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Responsiveness

Responds appropriately and timely to local government technical assistance and program requests.

SWGGA Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Name (optional)

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Southwest Georgia Regional Commission FY18

FINANCIAL MANAGEMENT

Internal Controls

Maintains compliance with the Commission's written policies and procedures

SWGA Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Record Keeping

Maintains fund accounting records in accordance with state mandated requirements and generally accepted accounting principles.

SWGA Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Budget & Budgetary Controls

Prepares and presents a comprehensive and well planned annual budget for consideration by the council and supervises expenditures throughout the year to accomplish the goals and objectives of the Council.

SWGA Regional Commission

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Name (optional)

Executive Director

Evaluation

The section of this evaluation
is for the evaluation of the Executive Director only.

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

The next section of the evaluation is **ONLY** an evaluation for the **Executive Director** of the Southwest Georgia Regional Commission.

PROGRAM DEVELOPMENT

Program Development

Maintains awareness of area needs and available resources.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Program Staff Performance

Ensures that local officials are satisfied with each program and that staff provides adequate services.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Name (optional) _____

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

Strategic Planning

Develops benchmarks and timetables needed to meet required services and program obligations.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Compliance with State & Federal Requirements

Fulfills obligations of contracts and accomplishes activities in compliance with state and federal regulations.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Liaison

Maintains liaison with federal, state, and local government organizations that impact Regional Commission programs.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Name (optional) _____

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

Responsiveness

Responds appropriately and timely to local government technical assistance and program requests.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

FINANCIAL MANAGEMENT

Internal Controls

Maintains compliance with the Commission's written policies and procedures

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Record Keeping

Maintains fund accounting records in accordance with state mandated requirements and generally accepted accounting principles.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
--------------	-------------------	----------------	---------------

Comments:

Name (optional) _____

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

Budget & Budgetary Controls

Prepares and presents a comprehensive and well planned annual budget for consideration by the council and supervises expenditures throughout the year to accomplish the goals and objectives of the Council.

Executive Director

	Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

STAFF LEADERSHIP

Recruitment of Qualified Personnel

Maintains a competent staff with training, education, and other attributes sufficient to accomplish program goals and objectives in a highly professional manner.

Executive Director

	Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Name (optional) _____

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

Supervision of Staff

Provides for an overview of staff activities and performance evaluation.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Staff Continuing Education and Training

Encourages and provides for continuing education and training as needed and appropriate.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Knowledge

Maintains knowledge of state and federal laws and programs pertaining to local government administration and community planning and development.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion

Comments:

Name (optional) _____

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

INFORMATION NEEDED BY RC COUNCIL

Timeliness

Provides Council members information in a timely fashion as needed.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
1	0	0	0

Council Meetings

Prepares appropriate agendas covering information and issues which need review or approval by the council and maintains accurate records and minutes.

Executive Director

Satisfactory	Needs Improvement	Unsatisfactory	No Conclusion
1	0	0	0

Comments:

General Comments:

Name (optional) _____

Annual Performance Evaluation FY18

Performance Standards and Evaluation of the Executive Director of the Southwest Georgia Regional Commission FY18

We have read and reviewed the results of the evaluation of the Southwest Georgia Regional Commission Staff and the Executive Director of the Southwest Georgia Regional Commission for FY18.

Glenda Battle

SWGRC Council Chairman 2018

Robert McDaniel

SWGRC Executive Director

Annual Performance Evaluation FY18