

**OJCEP Personnel Committee Meeting via Carmen Connect
August 26, 2013**

Participants: Becky Nesbitt, Joy Sharp, Rose Merkowitz, David Marrison, Pam Montgomery, Joe Lucente, Jerry Iles, Mike Hogan, Ed Lentz, Myra Wilson, Erin Daily, Kathy Michelich, Kara Colvin, Mike Lloyd, Lisa Bradley, Tony Nye and invited guests: Graham Cochran, Barb Ludwig, and Brian McClain.

Becky called the meeting to order at 10:05 am. She welcomed the participants and guests and turned the meeting over to Graham Cochran to discuss updates and/or changes to the Annual Review process including calibration.

Graham shared several slides with us from a summer meeting. They included talking points the group came away with. In June there was a meeting with Keith Smith on the topic of performance appraisal and calibration. Five areas of improvement were identified. They were shared in the July 17 Communiqué and are listed below:

1. Increase communication regarding performance management system.
2. Review tool modifications including rating scales, definitions, and flexibility of tool for calculation of scores.
3. Calibration process decisions
4. Additional training to improve integrity and skills of the unit heads. (County Directors will meet for training on October 17.)
5. Improved strategies for determining merit/rewarding high performers.

The committee was then given the opportunity to ask questions or express concerns. One discussion question included the effect of the rating scale curve on morale. Graham shared they are exploring options of not having a direct link between rating, percentages and merit increases, but would also include additional items when awarding merit.

Graham shared that the goal of calibration is to ensure consistency of the evaluators. This includes looking at the draft review and rating and then adjusting for consistency. There is currently a discussion about not limiting the number of scores in a percentage area. Graham asked for the committee's feedback on this topic. A few members shared their agreement with this option and felt that not adjusting scores according to a percentage limitation would be a good change to make.

The committee thanked Graham, Barb and Brian for meeting with us. Becky asked for any other questions or concerns. As none were expressed, the meeting was adjourned. The next meeting will take place on October 7 at the Ohio 4-H Center.

Submitted by Joy Sharp