

Metropolitan Board of Health of Nashville and Davidson County

Special Personnel Committee for Evaluation of Director William Paul

Minutes of Meeting 7/28/16

Present: Chairman Sam Felker, Carol Etherington, Dr. Henry Foster, Jr., and Francisca Guzman

1. The purpose of the meeting was to continue planning the evaluation of Dr. William Paul.
2. The Committee reviewed and approved the list of participants/survey targets, as set forth in the Minutes from 7/7/16. Mr. Felker reported that Veronica Frazier at Metro HR had offered her office's assistance again in conducting the survey. The goal is to have the Survey completed by the end of August and to have the results in the hands of the Committee by September 5.
3. The Committee finalized the Survey, per the attachment.
4. The Committee requested Dr. Paul to prepare a written self-evaluation and to provide it to the Committee no later than September 5.

5. The Committee agreed to the following timeline:

August 5	Mr. Felker provides survey to Metro HR, along with list of participants. Metro commences with Survey using RedCap.
Sept. 5	Metro HR reports results of Survey to Committee. Dr. Paul provides written self-evaluation to Committee.
Sept.13, 1:30 p.m.	Committee meets to review and discuss the Survey results and Dr. Paul's self-evaluation.
Oct. 11, 6:00 p.m.	Committee meets with Dr. Paul to discuss Survey results and self-evaluation.
Oct. 25, 1:30 p.m.	Board of Health meets with counsel to discuss Committee Report.
Nov. 10	At its regular meeting, Board of Health votes on approval of Report.

6. The meeting was adjourned and the Committee will next meet on September 13 at 1:30 p.m. at the Board Room.

EVALUATION SURVEY FOR DR. WILLIAM PAUL

We value your input into the Board of Health's evaluation of Director William Paul, M.D. This anonymous survey is one tool that helps the Metro Public Health Department ("MPHD") work more effectively. Please fill out the survey below, and at the end there will be a place for your comments, should you chose to do so. This should take less than 10 minutes, and we appreciate your time and participation.

How do you rate Dr. Paul on the following qualifications and characteristics:

1. Knowledgeable and competent in the field of public health.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

2. Stays current on developments and trends in public health from local, regional, national and international perspectives.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

3. Shapes the outcomes and advances the mission and strategic plan of the MPHD.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

4. Collaborates effectively with community partners and key constituents in Metro Government in order to achieve MPHD's strategic plan and goals?

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

5. Demonstrates effective leadership skills in directing and managing the work of the MPDH?

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

6. Considered a leader in Metro Nashville on issues of public health.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

7. Advocates effectively for public health issues important to MPHD and the community.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

8. Effectively communicates with managers and staff in the MPHD.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

9. Effectively communicates with key constituents and community partners regarding the work of the MPHD.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

10. Effectively communicates with the Board of Health and keeps them apprised of important developments and seeks their guidance on significant issues.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

11. Emphasizes teamwork, collaboration, fairness and transparency in his management of the MPHD?

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

12. Effectively boosts employee morale and contributes to making MPHD a desirable place to work.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

13. Demonstrates ethical behavior and good moral character in conducting the business of the MPHD.

1. "Strongly Agree" 2. "Agree" 3. "Unsure" 4. "Disagree" 5. "Strongly Disagree".

What additional information would you like the Board of Health to know in evaluating Dr.Paul?:
