

W. T. C.

From: UTECHT Greta L
Sent: Tuesday, December 06, 2005 12:15 PM
To: GILSTRAP Zoanne M
Cc: WILSON Teresa J
Subject: FW: Teresa Wilson's evaluation

EMPLOYEE FEEDBACK FORM

ANNUAL EVALUATION FOR: Teresa Wilson

FORM COMPLETED BY: Greta Utecht
(Your Name)

A. Please list Terry's most outstanding qualities with regard to her overall effectiveness:

1. Knowledge of Lane County's charter, code, manual and rules. She knows the history and how to work this system.
2. Her ethics and honesty.

B. Please describe, in order of importance, the three most important things Terry could improve upon in order to increase her overall effectiveness.

1. Terry is in a difficult position because her department's primary obligation is to the BCC and service to the departments is third. Because her department's job (by definition) is to help the County avoid risk, it is often perceived as hindering the departments in what they want to do. This is exacerbated by language in the strategic plan calling for a higher level of risk-taking than what is currently at work. Terry needs to encourage her department to take a more creative approach to issues, and to balance the risk aversion with more client service, or to explain why it can't. Until the organization sees the CC's office as a service instead of a hindrance, she will have a difficult time arguing for more resources.
2. Be clear when she is focusing on policy issues versus legal issues; Dave Williams is very good at making a distinction and always predicates his "policy" views as such, so that his clients know that he's not advising them from a legal perspective. Terry's participation in policy issues is sometimes confusing as to whether there is legal argument behind her position.
3. Approach new ideas and suggestions from a perspective of "how do I make this work?" instead of "what is wrong with this and how might it hurt the County?" I understand that this flies in the face of what the BCC may need from CC from a protection from risk perspective--but it would be worth the discussion.

C. How would you rate Terry's progress on meeting diversity goals and cultural competency standards?

Difficult to assess from some perspectives, based on the internal venue that Terry's department works in. Given the limited turnover in the CC office, she's had little opportunity to make progress based on recruitment and selection. She was instrumental in encouraging her peers from other agencies to attend a recent cultural competency training, and required that her entire staff attend as well. CC might support diversity in other ways as well. I think that CC could be a major player in how we interpret and apply our charter concepts for merit and fitness, and I would like to see the Charter, code and manual translated into Spanish. Overall I think that the biggest issue for CC with regard to diversity is that because of County Counsel's visible role with the board and the priorities her office have of protecting the Board from risk, Terry's office is sometimes perceived as being

conservative and focused on maintaining the status quo. That contributes to outsiders thinking that that is the way the County as a whole operates.

D. Other Comments

Terry has been very helpful to me in my work and in working with her on a one-on-one basis, she is very flexible and client-oriented. I would encourage her to survey the other departments' directors and managers to get a clear picture of what the organization needs from her office and then put an action plan in place to get there.

GILSTRAP Zoanne M

From: SMITH Lisa D
Sent: Saturday, December 03, 2005 9:59 AM
To: GILSTRAP Zoanne M
Subject: RE: Teresa Wilson's evaluation

My responses are below.

From: GILSTRAP Zoanne M
Sent: Wed 11/23/2005 3:15 PM
To: *LC Department Directors; *LC County Counsel; UTECHT Greta L
Cc: MORRISON Anna M
Subject: Teresa Wilson's evaluation

Hello Again,

I also have Teresa Wilson's evaluation scheduled for Wednesday, December 14. Instead of asking you to complete the usual long version, I am using a shortened format this year as requested by Commissioner Morrison. Please take a few minutes to share your thoughts about Terry's performance, which will be included in a packet prepared for the Board of Commissioners. Feel free to use the format below or send your comments in your own format. You can also give me a call at x3690 or drop by my office.

RESPONSE DUE BY 5 PM, TUESDAY, DECEMBER 6th.

Thanks.

EMPLOYEE FEEDBACK FORM

ANNUAL EVALUATION FOR: Teresa Wilson

FORM COMPLETED BY: _____ Lisa Smith _____
(Your Name)

A. Please list Terry's most outstanding qualities with regard to her overall effectiveness:

1. Knowledge level - When Teresa renders a legal opinion, I have full faith and confidence in it. She is careful and considerate in reaching her opinions.
2. Team Player - Despite significant staff shortages and other resource issues, Teresa always jumps in without reservation to help the overall organization achieve its goals.
3. Poise under pressure - Even when on the "hot seat", Teresa is poised, confident and articulate. Her presence demands respect and consideration regardless of the issue.

B. Please describe, in order of importance, the three most important things Terry could improve upon in order to increase her overall effectiveness.

1. I'm not able to identify specific areas of improvement.
- 2.
- 3.

C. How would you rate Terry's progress on meeting diversity goals and cultural competency standards?

My experience in this area is not directly with her but her staff. I can attest that it is an area that is not overlooked in contracting and personnel issues. I attribute this attention to these issues to her leadership.

D. Other Comments

I appreciate my opportunities to work with Teresa. She is a positive, upbeat person who is extremely competent. She demands a lot of herself and it shows in her work.

GREEN Bobby

From: GILSTRAP Zoanne M
Sent: Monday, December 05, 2005 4:02 PM
To: *LC Department Directors; *LC County Counsel; UTECHT Greta L; *LC Board of County Commissioners
Subject: Teresa Wilson's evaluation

REMINDER - PLEASE RESPOND BY 5:00 P.M. TOMORROW

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EMPLOYEE FEEDBACK FORM

ANNUAL EVALUATION FOR: Teresa Wilson

FORM COMPLETED BY: Bobby Green, Sr.
(Your Name)

A. Please list Terry's most outstanding qualities with regard to her overall effectiveness:

1. Integrity
2. Responsiveness
3. Excellent leadership skills

B. Please describe, in order of importance, the three most important things Terry could improve upon in order to increase her overall effectiveness.

- ① Continue to be the protector of the public's best in government.
- ② Continue to delegate and continue to outsource to other firms that have the expertise.

C. How would you rate Terry's progress on meeting diversity goals and cultural competency standards?

I would say that Terry Wilson has met the goal — She can always do better —

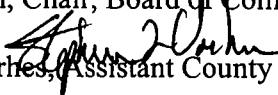
D. Other Comments

Rated — 9 (This has been a tough/busy year)

Memorandum

DATE: December 6, 2005

TO: Anna Morrison, Chair, Board of Commissioners

FROM: Stephen L. Vorhes,  Assistant County Counsel

RE: Teresa Wilson's Performance Appraisal

Thank you for the opportunity to provide comments on Teresa's performance as part of her annual performance appraisal. From my observations and extensive experience working with Teresa, I would give her an overall performance evaluation rating of exceptional. I think she exceeds expectations or performs exceptionally well in all of the categories noted on the longer version of performance evaluation forms used previously. Rather than filling in the appropriate categories of the shorter form you provided, the following are some of my thoughts and comments.

Based on my experience and observations, I think Teresa continues to provide excellent legal work and office management in the face of several significant challenges and transitions within the office and the organization. She continues to willingly contribute her extensive legal knowledge and experience to a variety of projects and issues, which serves Lane County well. She regularly continues expanding her base of knowledge and experience. She strives to clearly present legal risks to officials at all levels, which can contribute to well-informed decisions. When decisions are made, Teresa diligently works to facilitate implementation. One example is the excellent progress made on developing and meeting diversity goals and cultural competency standards. She continues to balance her care and concern for individuals with an intense desire to provide quality legal service for the organization. In my opinion, Lane County and the Office of Legal Counsel are much the better because of Teresa's presence.

STEWART Faye H

From: GILSTRAP Zoanne M
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To: *LC Department Directors; *LC County Counsel; UTECHT Greta L; *LC Board of County Commissioners
Subject: Teresa Wilson's evaluation

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RESPONSE DUE BY 5 PM, TUESDAY, DECEMBER 6th.

Thanks.

EMPLOYEE FEEDBACK FORM

ANNUAL EVALUATION FOR: Teresa Wilson

FORM COMPLETED BY: Faye Stewart
(Your Name)

A. Please list Terry's most outstanding qualities with regard to her overall effectiveness:

1. Her willingness to find ways to accomidate the wishes of the Board.
2. Knowledge & Experience - I appreciate having her to explain why something was done in the past.
3. Her ability to get jobs done despite not having enough resources or staff.

B. Please describe, in order of importance, the three most important things Terry could improve upon in order to increase her overall effectiveness.

- 1.
- 2.
- 3.

C. How would you rate Terry's progress on meeting diversity goals and cultural competency standards?

D. Other Comments

I have greatly appreciated Terry and the help she has given me to learn about Lane Co. Government. She is always available and if she doesn't know an answer she researches it and gives me the best advice possible.