



PERFORMANCE EVALUATION FORM

County Health Department Director or Administrator

Employee Name:	Dr. R. Jason Newsom	People First ID:	
Position Title:	County Health Department Director	Division:	Bay County Health Department
Rating Period:	From: 4/18/07	To: 3-20-09	Location: Panama City, FL 32401

Department of Health Mission
Promote, protect and improve the health of all people in Florida.

OVERALL PERFORMANCE EVALUATION

<input type="checkbox"/> 5 Outstanding	<input checked="" type="checkbox"/> 4 Exceeds Expectations	<input type="checkbox"/> 3 Meets Expectations	<input type="checkbox"/> 2 Needs Improvement	<input type="checkbox"/> 1 Below Expectations			
Expectations/Standards/Competencies		Appraisal Rating					Comments required for ratings 5 or 1
5	4	3	2	1	N/A		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extensive technical skills that enhance performance to provide efficient, quality work products.	
Work Products – Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflect acceptable quality.							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fosters teamwork thought the unit – understands the benefits of building a strong team	
Teamwork and Cooperation – Works cooperatively with others, keeps others informed of necessary and factual information; and works together as opposed to working separately. Facilitates the operation of a team of which he/she is part and fosters teamwork across work units.							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continually seeks opportunities for self development with a focus on preventive medicine. Applies skills learned in planning for possible future public health needs. Health Department achieved 2008 Best Practice for Bay Cares and 2008 Davis Productivity Individual Plaque for IT Project.	
Initiative – Thinks ahead of the present to act on future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues. Seeks out opportunities for professional self development to enhance leadership skills.							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Committed to the agency's mission and to educating the citizens of Bay County on how to attain quality of life	
Commitment to Agency – Strives to meet high standards through reducing the burden on those served, continually improving the business practices, producing results, and working to improve processes.							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understands the importance, and the benefits, of building a good rapport with staff as well as the community. Exhibits a great deal of professionalism under difficult media attention regarding wellness messaging. Employee complaints focusing on delivery of employee health messages seemingly creating adversarial relationships.	
Relationships – Develops and maintains effective working relationships with others. Treats customers, the public, and staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions. Identifies, interacts, and maintains effective relationships with other key community partners, attends meetings and functions of partners as appropriate. (medical community, local elected officials, community service groups and organizations, community coalitions, etc.)							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effective verbal and written communication. Recommend working with DOH communications office and develop social marketing skills.	
Communication – Communicates clearly, listens effectively; keeps others informed of necessary and factual information; deals effectively with conflict, and avoids negative gossip. Completes assignments from DSHO and central office timely.							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrates advanced technical skills which gives him an advantage in functionality	
Technical Skills – Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions; applies specific methods, procedures, and techniques in functional area.							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can always count on him to produce a great product. Dedicated to the point that he gives up weekends to provide presentations to the community	
Dependability – Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her own weight.							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effective and methodical planning skills	
Planning – Bases plans on department mission and goals and a thorough analysis of relevant facts; justifies costs and benefits; sets realistic goals and schedules; effectively delegates and coordinates; and promotes innovation in achieving goals.							
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ability to lead individuals to a place they do not want to go but need to be to attain quality of life. Removes limitation to utilize maximum staff resources	
Leadership – Articulates and encourages enthusiasm for a shared vision, mission, and/or change initiative along with guiding the performance of others, holding them accountable for their actions and sets good example for subordinates.							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilizes resources to provide maximum quality services. Manages an effective team who are experienced in administration of limited resources.	
Budget Management – Maintains appropriate budgetary controls; monitors activities, initiates timely and effective correcting actions, stays within budget, and makes appropriate budgetary recommendations. Assures budget preparation and monitoring is shared by all managers in major programs and grants.							

Organizational Awareness – Sensitive to the realities of organizational politics and structure, identifies the decision-makers and predicts how new events will affect individuals or groups within the organization.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Respectful of the decision-makers and a keen understanding of the organizational politics
Staffing – Selects high performers; matches employee skills and abilities with job requirements; and assigns staff appropriately for workload.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Removes limitations on staff to challenge their abilities
Developing Others – Effectively and timely evaluates subordinates; encourages and initiates regular discussion of performance with subordinates; fosters the learning and development of others through coaching, managing performance, and mentoring.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Understands the benefits of developing others. Encourages self development and promotes education and training. 59.5% of employees have completed mandatory DOH training.
One Florida Initiative – Ensures that the purchasing principles of the Governor's One Florida Initiative are championed within the offices under your authority. 1) the degree in which you establish a One Florida "corporate culture" of awareness of vendor diversity in the procurement process within your office; and 2) an increase in minority purchasing over the previous year.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Promotes awareness of vendor diversity and encourages increased minority purchasing
One Florida Initiative - Ensure that the recruitment principles established in the Governor's One Florida Initiative are championed within the offices under your authority and every effort is made to ensure that minorities are given equal opportunity to compete for vacant positions.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Promotes and ensures equal opportunity for all
Problem Analysis/Solving – Analyzes problems comprehensively, makes timely, practical decisions, and understands cause-and-effect chains and relationships.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Very decisive and applies the common sense test to problems to ensure logical, effective solutions
Conceptual Skills - Conceptualizes the organization's relationship with other entities; understands organizational sub-unit relationships and dependencies; and acts accordingly.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Understands the advantages of community partnering
Impact and Influence – Uses deliberate influence strategies or tactics to persuade or convince others to support department agendas, and promotes the mission and values of the department. Arranges work for the most efficient handling and eliminates unnecessary activities; uses time effectively; and acts independently.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	His mission to promote quality of life demands respect and influence from both internal and external customers -- needs to hone communication methods and improve employee interactions.
Managing Change - Initiates change effectively and adapts to necessary changes in operations; and has a positive attitude towards operational changes.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Enthusiastically promotes change inspired by the knowledge that it takes change to make progress
Presentations - Develops clear well-organized and logical presentations; reduces complex issues to simple terms; and is sensitive to audience levels.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Constantly called on by the community to make presentations on health and wellness.
Health Outcomes – Demonstrates leadership in prioritizing, monitoring, and annually evaluating community interventions against key community health outcomes identified through a comprehensive community health assessment process.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Works tirelessly to stay abreast of ways to enhance the wellbeing of the citizens of our community through participation on as many committees critical to the mission as possible.
Customer Satisfaction – Demonstrates leadership in maintaining an effective, systematic method to collect, track, report, and improve customer satisfaction survey results (vendors, community partners, public). Addresses concerns from internal and external customers quickly, handles complaints locally, and addresses all inquires and other matters appropriately.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Has 100% of CHD programs conduct a customer satisfaction process; 99% of customers report satisfactory or better; 100% customer complaints acknowledged by end of next business day.
Preparedness – Demonstrates leadership in maintaining an appropriate level of preparedness and mobilization in the event of disease outbreaks, natural disasters or threats of bioterrorism or other man made disasters.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Regional preparedness position is highly regarded on a national level.
Employee Satisfaction – Demonstrates leadership in maintaining an effective annual review, analysis, and follow up plan of DOH Employee satisfaction data by an interdisciplinary team or other means.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input checked="" type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Working to improve employee satisfaction through problem-solving teams.
Organization Foundations – Demonstrates an understanding of and provides staff exposure to DOH conceptual frameworks, including the CHD Performance Snapshot, 10 Essential Public Health Services, Healthy People 2010, and Balanced Scorecard.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Utilizes resources to provide the most needed quality care to as many citizens as possible. Promotes staff involvement in determining how to effectively provide the most critical services with available resources to the community

Training Opportunities – Demonstrates leadership in maintaining a system to develop and monitor mandatory and job enhancing staff development activities.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Looks for every opportunity to promote staff development. Only 55% of employees have IDP.
Spending Plan – Responsible for maintaining a spending plan that is linked to the CHD and DOH strategic objectives and standards as well as revenues and expenditures identified in the core contract.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Manages a valuable and respected budgeting staff
Performance Improvement Process – Demonstrates participation and engagement in the CHD performance improvement process annually to systematically assess, plan, manage, and evaluate CHD performance improvement. Uses employee QI monitoring team to assure continuous efforts are maintained and monitored.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Quality Control position highly regarded in the State and called on frequently by other counties to provide training to their staff
Risk Management – Responsible for assuring a systematic risk management monitoring process to record, track, and report preparedness precautions, information security/HIPAA requirement, incident reports.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Quality Control position includes information security, etc. (see above)
Clinical – Clinical services provided reflect community needs and are an efficient use of limited resources. Understands the impact of the CHD clinical enterprise related to 1) patient access to a medical home; 2) improving health outcomes and reducing health disparities; 3) revenue generation and budgetary implications; and 4) taking a meaningful role in current and future initiatives to address the uninsured. Prepares and adapts the CHD clinical enterprise to effectively address changes in the healthcare marketplace delivery systems, e.g. managed care.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Reorganized clinical services under a new manager. Supports Bay Care; works cooperatively with community partners (FQHC) to assure access. Dental access improving.
Environmental Health – Programs meet established standards and comply with inspection frequency and timeliness. Evaluations are within the established parameters set by the Division and reviews reflect successful programs. Sufficient resources are utilized to provide effective and efficient programs.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Manages an Environmental Health team who continues to receive almost perfect scores on their audits.
Green Initiatives – Promotes green initiatives in the workplace and community and is a steward of resources.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Timely Report Submission – Responsible for assuring that administrative report filing procedures and timeframes are met. (e.g. Medicaid Cost Report, Prompt Payment, Core Contract, Contract Amendments, Variance Reports Quarterly, Vital Statistic records filing)	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Manages an effective Operations Division team who are held accountable through measurable controls
Administrative Services - Monitors Administrative Snapshot, Bureau Summary Reports, and other administrative reports ensuring compliance with standards and measures established for CHDs.	5 <input checked="" type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Developed and directs a strong management team who know their jobs and understand their responsibilities
Trust Fund Balance – CHD trust fund balance is maintained within established guidelines ensuring solvency or funds available are utilized to provide essential services to the community.	5 <input type="checkbox"/>	4 <input checked="" type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	Through frugal spending and effective budget management have maintained percentages above established guidelines. However, effective use of available funds could be improved to support service needs.
Total for Job Specific Expectations (Optional)							
<p>Employee Development Plan: (Describe the specific type of training the employee should attend during this evaluation period.)</p> <p>Leadership, media and communication training. Completion of a 360 evaluation including input from peers, community leaders and partners, commissioners, CHD Leadership Team and Staff, and customers.</p>							

Performance Plan Approval

Employee Signature	Date	Supervisor Signature	Date
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Final Evaluation Comments and Signatures

Comments: Dr. Newsom has had an eventful past two years with the Bay County Health Department. Although with good public health initiatives, his deployment of the message received negative media coverage and complaints from employees. It is essential that Dr. Newsom be a trusted, confident source of public health information.

Immediate Supervisor's Signature: *Jean L. Cleve* **Date:** *March 20, 2009*

Comments:

Reviewer's Signature: *R. J. ...* **Date:** *3/24/09*

Comments:

Employee's Signature: *Jason Newsom* **Date:** *20MARCH 09*



PERFORMANCE EVALUATION FORM SUPERVISOR OR MANAGER

Employee Name:	Dr. R. Jason Newson	SSN:	
Position Title:	County Health Department Director	Division:	Bay County Health Department
Rating Period:	From:	To:	4/16/07
		Location:	

Department of Health Mission
To promote and protect the health and safety of all people in Florida through the delivery of quality public health services and the promotion of health care standards.

OVERALL PERFORMANCE EVALUATION

<input type="checkbox"/> 5 Outstanding	<input checked="" type="checkbox"/> 4 Exceeds Expectations	<input type="checkbox"/> 3 Meets Expectations	<input type="checkbox"/> 2 Needs Improvement	<input type="checkbox"/> 1 Below Expectations
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Expectations/Standards/Competencies	Appraisal Rating						Comments required for ratings 5 or 1
	5	4	3	2	1	N/A	
Work Products – Produces reports, correspondence, and other work products which meet the intended objectives, demonstrates professional competency, and reflect acceptable quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Teamwork and Cooperation – Works cooperatively with others, keeps others informed of necessary and factual information; and works together as opposed to working separately. Facilitates the operation of a team of which he/she is part and fosters teamwork across work units.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Initiative – Thinks ahead of the present to act on future needs and opportunities. Identifies problems, obstacles, or opportunities and takes action to address issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Commitment to Agency – Strives to meet high standards through reducing the burden on those served, continually improving the business practices, producing results, and working to improve processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Relationships – Develops and maintains effective working relationships with others. Treats customers, the public, and staff with courtesy, respect, dignity, fairness, honesty, and presents a positive public image. Handles emotions of self and others well, maintains self-confidence, and controls emotional reactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Communication – Communicates clearly, listens effectively; keeps others informed of necessary and factual information; deals effectively with conflict, and avoids negative gossip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Technical Skills – Demonstrates knowledge of methods, techniques, and skills required in own and/or related functions; applies specific methods, procedures, and techniques in functional area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Dependability – Reliable, completes assignments in a timely manner, follows through on assignments, and pulls his/her own weight.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Planning – Bases plans on department mission and goals and a thorough analysis of relevant facts; justifies costs and benefits; sets realistic goals and schedules; effectively delegates and coordinates; and promotes innovation in achieving goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Leadership – Articulates and encourages enthusiasm for a shared vision, mission, and/or change initiative along with guiding the performance of others, holding them accountable for their actions and sets good example for subordinates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Budget Management – Maintains appropriate budgetary controls; monitors activities, initiates timely and effective correcting actions, stays within budget, and makes appropriate budgetary recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Organizational Awareness – Sensitive to the realities of organizational politics and structure, identifies the decision-makers and predicts how new events will affect individuals or groups within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.
Staffing – Selects high performers; matches employee skills and abilities with job requirements; and assigns staff appropriately for workload.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See attached narrative to support this competency.

Expectations/Standards/Competencies	Appraisal Rating						Comments required for ratings 5 or 1
Developing Others – Effectively and timely evaluates subordinates; encourages and initiates regular discussion of performance with subordinates; fosters the learning and development of others through coaching, managing performance, and mentoring.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
One Florida Initiative – Ensures that the purchasing principles of the Governor's One Florida Initiative are championed within the offices under your authority. 1) the degree in which you establish a One Florida "corporate culture" of awareness of vendor diversity in the procurement process within your office; and 2) an increase in minority purchasing over the previous year.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
One Florida Initiative - Ensure that the recruitment principles established in the Governor's One Florida Initiative are championed within the offices under your authority and every effort is made to ensure that minorities are given equal opportunity to compete for vacant positions.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
Problem Analysis/Solving – Analyzes problems comprehensively, makes timely, practical decisions, and understands cause-and-effect chains and relationships.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
Conceptual Skills - Conceptualizes the organization's relationship with other entities; understands organizational sub-unit relationships and dependencies; and acts accordingly.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
Impact and Influence – uses deliberate influence strategies or tactics to persuade or convince others to support department agendas, and promotes the mission and values of the department. Arranges work for the most efficient handling and eliminates unnecessary activities; uses time effectively; and acts independently.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
Managing Change - Initiates change effectively and adapts to necessary changes in operations; and has a positive attitude towards operational changes.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
Presentations - Develops clear well-organized and logical presentations; reduces complex issues to simple terms; and is sensitive to audience levels.	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	See attached narrative to support this competency.
Total for Core Expectations (Optional)							
Use this section for Job Specific Expectations/Standards/Competencies							
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Use this section for Job Specific Expectations/Standards/Competencies	Appraisal Rating						Comments required for ratings 5 or 1
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
	5 <input type="checkbox"/>	4 <input type="checkbox"/>	3 <input type="checkbox"/>	2 <input type="checkbox"/>	1 <input type="checkbox"/>	N/A <input type="checkbox"/>	
Total for Job Specific Expectations (Optional)							
Employee Development Plan: (Describe the specific type of training the employee should attend during this evaluation period.)							

Performance Plan Approval

Employee Signature	Date	Supervisor Signature	Date
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Final Evaluation Comments and Signatures

Comments: This is a close our appraisal for the current supervisor.

It has been a great pleasure to recruit and mentor Dr. Newsom in his first few months of tenure as the Director of Bay CHD. He has shown great initiative in advocating prevention initiative in Bay such as Tdap, Hpv, black henna avoidance, and better nutrition in the schools. He has also stretched to gain expertise in and advocate for Green Construction and the Built Environment. Dr. Newsom shows great promise as a new leader in Florida DOH.

Immediate Supervisor's Signature: *Brian A. Sauer MD* Date: 4.23.07

Comments:

Reviewer's Signature:

Date: 5-1-07

Comments:

Employee's Signature:

Date: 14 May 07

List of Dr. Newsom's accomplishments since November 2006 (5 months)

1. Worksite wellness – negotiated corporate discounts on gym memberships for Bay CHD employees.
2. Tdap initiative – engaged local OB/GYNs and ER docs to give more Tdap. Also, worked thru schools to ensure 7th grade shots substitute Tdap instead of Td.
3. HPV promotion – multiple HPV awareness venues in community (TV, newspaper, Kiwanis, Rotary, Bay Business Women)
4. Black Henna - Developed an ordinance for possible adoption by Panama City Beach City Counsel against the use of Black Henna Tattoos
5. “Green Construction” – currently scheduled to attend several briefing and/or seminars on green construction concepts, will then attempt to position myself on county committees that decide on future construction projects
6. Built Environment - currently scheduled to attend several briefing and/or seminars on the built environment, am currently a member of the Citizens Advisory Council to the local Transportation Planning Organization. Will advocate to the TPO on sidewalk, bike paths and mixed zoning land use.
7. Septic systems – working on methods to increase use of municipal sewer in Bay County as opposed to continued reliance on septic tanks.
8. Childhood obesity – member of school district's Wellness Committee working on removing junk food from vending machines and the school cafeteria. Provided WIC informational books about switching to lowfat milk to the pediatricians in our community
9. Visited 2 area pediatrician's offices to get feedback on “real-world” use of FL SHOTS offered each the opportunity for office staff to come to HD to observe our process.

Goals:

Move Bay County off septic and onto municipal sewer

Making Bay CHD fee for service programs self-sufficient

Making Bay County Health Department a smoke free campus, then exporting our success to other businesses

Promoting the built environment

Promoting Green construction concepts in government, business and residential construction.

Increase the correct use of FL SHOTS by area providers