

No. 23-1039

In the Supreme Court of the United States

MARLEAN A. AMES,
PETITIONER,

v.

OHIO DEPARTMENT OF YOUTH SERVICES.,
RESPONDENT.

ON WRIT OF CERTIORARI TO THE UNITED STATES COURT OF
APPEALS FOR THE SIXTH CIRCUIT

JOINT APPENDIX VOLUME II of II

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**Petition for Writ of Certiorari Filed Mar. 18, 2024
Certiorari Granted Oct. 4, 2024**

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**State of Ohio
Performance Review System
Exempt Manager/Supervisor;
Professional/Para-Professional**

			NAME Ames, Marlean	EMPLOYEE ID 10028666
			JOB CODE TITLE AA3	REVIEW PERIOD 07/01/2010 07/02/2011
AGENCY DYS	DIVISION Parole Courts and Comm. Svcs.	SECTION	POSITION NUMBER 20019556	REVIEW DEADLINE 07/02/2011

REVIEW TYPE: Annual

<p>Purpose Performance Review is utilized by each state agency to:</p> <ul style="list-style-type: none"> • Work toward attainment of agency mission, goals and objectives • Inform the employees of strengths, weaknesses and progress • Improve performance and productivity • Strengthen work relationships and improve communication • Develop employee skills • Recognize accomplishments and good work • Determine exemplary performance • Determine merit step advancement • Document employee performance 	<p>RATING LEVEL DEFINITIONS</p> <p>Above Target: Employees are those quality contributors who make a significant difference to the organization by achieving challenging objectives. Their overall performance regularly exceeds performance standards. Others recognize them as being critical to the team's success.</p> <p>On Target: Employees contribute to the organization and meet all performance standards. They are recognized as being essential to their job function. They are valued team members and individual contributors.</p> <p>Below Target: Employees are not satisfactorily contributing to the organization because they have not consistently met the performance standards required for their job function. They should be provided with a structured performance improvement plan.</p>
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Timelines
Performance of probationary employees will be reviewed twice. The first performance evaluation must be completed within thirty days of the conclusion of the first half of the probationary period. The second evaluation must be completed within thirty days of completion of the probationary period, unless the employee is given a probationary removal or reduction, in which case the final evaluation will be made at the time of removal or reduction. The final probationary evaluation must state whether the employee is to be retained or reduced. Thereafter, reviews must be conducted annually and must be completed and signed by all parties by the review deadline. The evaluation date for employees paid directly by warrant of the auditor of state shall be sixty days prior to the date on which the employees become eligible for step advancement consideration. Employees who are not recommended for step advancement shall not be reconsidered for step advancement sooner than six months from the date of the of the employee's most recent performance evaluation.

RATER INSTRUCTIONS

- Schedule the Performance Review Conference at least two days in advance.**
 - Provide the employee with a copy of the following:
 - The current position description
 - The last performance review
 - The Organization's Mission, Statement and Goals
 - The agreed upon goals, objectives and measures; and divisional or section goals as they relate to the organization
 - Encourage the employee to review his/her performance prior to the conference
- Review the Position Description and the last Performance Review Form. Also consider the following:**
 - Work product files
 - Written observations of job performance
 - Significant job-related incidents
 - Job-related observations of others who work closely with the employee, including supervisors and managers
 - Goals and objectives as they relate to the employee's responsibilities
 - Unplanned tasks and accomplishments
- Hold the Performance Review Conference**
 - Provide strict privacy; put the employee at ease; encourage employee input in discussion of performance.
 - Review the following as applicable:
 - Completion of performance reviews of direct reports
 - Accomplishment and impact of planned goals and objectives
 - Accomplishment and impact of unplanned tasks as agreed to with the employee
 - Impact of unaccomplished goals and objectives
 - Recognize good work
 - The defined dimensions as they relate to overall performance
 - Make suggestions as needed for improving performance and ask if the employee requires any help improving his/her performance.
 - Discuss and determine in the maintenance and breakthrough goals, objectives and measures for the next year and record them.
- Complete the Performance Review Form with the employee.**
 - If the employee has direct reports, complete the "Performance Review" objective; if not, mark the "Not Applicable" box
 - Attach Goals and Objectives attachment Forms. Review the agreed upon goals and objectives and record as follows:
 - Mark the "Completed" or "In Progress" box
 - Mark the appropriate rating "Above Target," "On Target," "Below Target"
 - Provide written comments to justify each rating
 - Enter any unplanned tasks and mark them "Completed" or "In Progress" and provide an appropriate rating and justification
 - Where the employee is rated as "Below Target" or "Does Not Meet," it is mandatory that remarks be included on the Performance Improvement Plan which indicate how the employee can reach an acceptable level of performance by the next review conference.
 - Complete the Performance Summary
 - For all employees eligible for step advancement, mark either "Satisfactory" or "Unsatisfactory" in the "Overall Rating" box in the space provided for "Rater Comments," provide written justification for the employee's overall rating
 - Sign and date the form in the rater signature area and forward the form to the reviewer.
- The Reviewer**
 - Ensures that the rater has complied with all of the instructions and returns incomplete forms to the rater.
 - Reviews the form, adds comments, signs and dates in the area provided
 - Forwards the form to the appointing authority
- The Appointing Authority**
 - Reviews and signs the Performance Summary and forwards to the rater
- The Rater**
 - Obtains employee signature and comments in the Performance Summary
 - Schedules another conference if requested by employee
- Forms Distribution**
 - Rater and employee are given copies, and original is retained by the agency.

ADM 4282 Rev. 09/29/08

E.L.G. Co, LPA #002339

Depo. Page #026

State of Ohio Performance Review System

PERFORMANCE LOG

Goal or Objective/Dimension	Documentation
Conduct inspections for all 12 Community Corrections Facilities. Assist all 12 CCFs with ACA preparation. Ensure each site has report and certificate to reflect inspection	Completed inspections and reports for all assigned CCF's.
Conduct OAC Standard Inspections for 19 Detention Centers and 1 Community Residential Center	Completed inspection and reports for 19 detention centers and 1 CRC
Create a yearly schedule to ensure that facility has a pre-planned inspection date	Inspection dates are listed on a schedule, reviewed and followed. All ACA, OAC inspections and audits are completed as required to ensure compliance.
Complete reports to Bureau Chief as required for updated status	Reports are submitted timely as requested.
Continue oversight for CCFs and Detention Facilities and assist as needed to keep them in compliance and on target	Regularly scheduled visits and compliance reports.
Monitor incidents and population capacity for all 12 CCFs and provides assistance when needed to maintain population and investigations. Maintain log for incidents by facility and Fiscal Year.	Marlean maintains facility incident log book and population reports.
Continue effective participation in Committees and maintain the ability to present views logically and clearly as representative of DYS.	Marlean has been involved in the following committees; Supreme Court of Ohio detention training committee, the Governor's Restraint and Seclusion revision committee. Facillitated trainings for Detention Center staff and curriculum development.
Continue to provided assistance to CCFs with the University of Cincinnati. CBT Conversion process. Continue participation in the Programming process for CCFs	Liason for CCF and University of Cincinnati for the CBT Conversion process. Marlean monitors the project progress.

State of Ohio Performance Review System

GOALS

GOALS	STATUS	MEASURE	COMMENT ON ACHIEVEMENT
1. Conduct inspections for all 12 Community Corrections Facilities. Assist all 12 CCFs with ACA preparation. Ensure each site has report and certificate to reflect inspection.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean has completed all required inspections as well as assisted in each Tier in preparation of ACA audits. She has taken on the task of all 12 facilities and completed each area as needed on time. Marlean prepares an Inspection Report and issues a Certificate for each facility inspection in a timely fashion.
2. Conduct OAC Standard inspections for 19 Detention Centers and 1 CRC. Create a yearly schedule to ensure that each facility has a pre-planned inspection date	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean has completed inspections as scheduled for this year and remains on target for completion of remaining detention centers and facilities.
4. Complete reports to Bureau Chief as required for updated status.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean's inspection dates listed are on a schedule, reviewed and followed. All ACA and OAC inspections and audits are completed as required to ensure compliance.
5. Continue oversight for CCFs and Detention Facilities and assist as needed to keep them in compliance and on target.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean appears to have submitted all reports timely as requested.
6. Monitor incidents and population capacity for all 12 CCFs and provides assistance when needed to maintain population and investigations. Maintain log for incidents by facility and Fiscal Year.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean has assisted the CCFs in preparation for ACA, Budgets, Supplemental Requests and Capital Improvement Requests. She has provided training assistance to facilities during this period as needed and requested.
8. Continue effective participation in Committees and maintain the ability to present views logically and clearly as representative of DYS.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean maintains an incident log for incident reports sent from CCFs. She monitors the population reports for CCF facilities and provides assistance to facilities to maintain full capacity.
Continue to provided assistance to CCFs with the University of Cincinnati. CBT Conversion process. Continue participation in the Programming process for CCFs.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean has served on several committees including the Supreme Court of Ohio detention training committee, the Governor's Restraint and Seclusion revision committee. She has participated in and facilitated trainings for Train-the-Trainer for Detention Center staff. She has been an integral part in creating curriculum for train the trainer with the Supreme Court.
Y To COMPLETE performance review following prescribed	Applicable <input checked="" type="checkbox"/>	On Time: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Marlean is the lead contact person for CCF and University of Cincinnati for the CBT Conversion process. She provides assistance to facilities and acts as liaison between CCF and Lori Lovins from U.C. Marlean monitors the projected timelines.

E.L.G. Co, LPA #002341

ADM 4282 Rev. 09/29/08

procedures for all direct reports.	<input type="checkbox"/> Not Applicable	Followed Process: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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E.L.G. Co, LPA #002342

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State of Ohio Performance Review System
Goals and Objectives Attachment Form

DEPARTMENT/AGENCY: Department of Youth Services
DIVISION: Courts

SECTION: Bureau of Com Cor.

GOAL: Conduct annual Administrative Rule inspections for CCFs, Detention & RTCs.

BREAKTHROUGH
MAINTENANCE

STRATEGY/ACTION STEPS	KEY STAFF LEAD	SUPPORT	START DATE	END DATE	Completed Y/N
Conduct OAC inspections for 12 Community Corrections Facilities (CCFs).	Marlean Ames	Christopher Baker	12/1/11	7/1/12	
Conduct OAC inspections for 19 Detention Centers and 1 Residential Treatment Center	Marlean Ames	Christopher Baker	12/1/11	7/1/12	
Create and maintain a schedule to ensure that each facility has a pre-planned inspection due date.	Marlean Ames	Christopher Baker	12/1/11	7/1/12	
Ensure that each inspection site has an updated report and certificate.	Marlean Ames	Christopher Baker	12/1/11	7/1/12	
Ensure that each inspection report and certificate is sent within 30 days of inspection	Marlean Ames	Christopher Baker	12/1/11	7/1/12	

MEASUREMENT INSTRUCTIONS: Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions such as How much? How many? How will I know when it is accomplished?

DESCRIPTION OF MEASUREMENT	BASELINE	RESULTS
Number of CCFs Inspected	0/12	
Number of Detention Center & RTC Inspections	0/20	
Number of pre-planned site visits	0/32	
Number of reports and certificates signed and completed for facilities	0/32	

Christopher J. Baker 12/21/11 *Marlean Ames* 12/21/11
 Manager/Supervisor Signature Date Employee Signature Date

State of Ohio Performance Review System

Goals and Objectives Attachment Form

NOTE: For help on how to set goals and objectives, refer to Phase I (Page 4) of the Ohio Performance Review System Manual

DEPARTMENT/AGENCY:
DIVISION:

SECTION:

GOAL: Provide technical assistance to all CCF, Detention and RTC's as assigned

BREAKTHROUGH
MAINTENANCE

STRATEGY/ACTION STEPS	KEY STAFF LEAD	SUPPORT	START DATE	END DATE	Complete Y/N
Provide Technical Assistance to CCF for all ACA functions.	Marlean Ames	Christopher Baker	12/1/11	7/1/12	
Provide oversight for 12 CCFs regarding budgetary, capital expenses and supplement request.	Marlean Ames	Christopher Baker Andrea Jones	12/1/11	7/1/12	
Provide program assistance and monitoring of CBT conversion at remaining CCF's	Marlean Ames	Christopher Baker / UC	12/1/11	7/1/12	
Monitoring of population of 90% or higher at CCF's.	Marlean Ames	Christopher Baker	12/1/11	7/1/12	

MEASUREMENT INSTRUCTIONS: Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions such as How much? How many? How will I know when it is accomplished?

DESCRIPTION OF MEASUREMENT	BASELINE	RESULTS
CCF on-site monitoring		
CCF conversion reports from UC		
Weekly vacancy reports and end of month reports		

Christopher Baker 12/1/11 Date
 Manager/Supervisor Signature Employee Signature
Marlean Ames 12/1/11 Date
 Employee Signature

State of Ohio
Performance Review System
Exempt Manager/Supervisor;
Professional/Para-Professional

			NAME Ames, Marlean	EMPLOYEE ID 10028666
			JOB CODE TITLE Program Administrator 2	REVIEW PERIOD 12/20/2011 7/2/2012
AGENCY DYS	DIVISION Courts and Comm. Svccs.	SECTION Comm.	POSITION NUMBER 20019556	REVIEW DEADLINE 07/02/2012

REVIEW TYPE: Annual

<p>Purpose Performance Review is utilized by each state agency to:</p> <ul style="list-style-type: none"> • Work toward attainment of agency mission, goals and objectives • Inform the employees of strengths, weaknesses and progress • Improve performance and productivity • Strengthen work relationships and improve communication • Develop employee skills • Recognize accomplishments and good work • Determine exemplary performance • Determine merit step advancement • Document employee performance 	<p>RATING LEVEL DEFINITIONS</p> <p>Above Target: Employees are those quality contributors who make a significant difference to the organization by achieving challenging objectives. Their overall performance regularly exceeds performance standards. Others recognize them as being critical to the team's success.</p> <p>On Target: Employees contribute to the organization and meet all performance standards. They are recognized as being essential to their job function. They are valued team members and individual contributors.</p> <p>Below Target: Employees are not satisfactorily contributing to the organization because they have not consistently met the performance standards required for their job function. They should be provided with a structured performance improvement plan.</p>
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Timelines

Performance of probationary employees will be reviewed twice. The first performance evaluation must be completed within thirty days of the conclusion of the first half of the probationary period. The second evaluation must be completed within thirty days of completion of the probationary period, unless the employee is given a probationary removal or reduction, in which case the final evaluation will be made at the time of removal or reduction. The final probationary evaluation must state whether the employee is to be retained or reduced. Thereafter, reviews must be conducted annually and must be completed and signed by all parties by the review deadline. The evaluation date for employees paid directly by warrant of the auditor of state shall be sixty days prior to the date on which the employees become eligible for step advancement consideration. Employees who are not recommended for step advancement shall not be reconsidered for step advancement sooner than six months from the date of the of the employee's most recent performance evaluation.

RATER INSTRUCTIONS

- Schedule the Performance Review Conference at least two days in advance.**
 - Provide the employee with a copy of the following:
 - The current position description
 - The last performance review
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 - The agreed upon goals, objectives and measures; and divisional or section goals as they relate to the organization
 - Encourage the employee to review his/her performance prior to the conference
- Review the Position Description and the last Performance Review Form. Also consider the following:**
 - Work product files
 - Written observations of job performance
 - Significant job-related incidents
 - Job-related observations of others who work closely with the employee, including supervisors and managers
 - Goals and objectives as they relate to the employee's responsibilities
 - Unplanned tasks and accomplishments
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 - Provide strict privacy; put the employee at ease; encourage employee input in discussion of performance.
 - Review the following as applicable:
 - Completion of performance reviews of direct reports
 - Accomplishment and impact of planned goals and objectives
 - Accomplishment and impact of unplanned tasks as agreed to with the employee
 - Impact of unaccomplished goals and objectives
 - Recognize good work
 - The defined dimensions as they relate to overall performance
 - Make suggestions as needed for improving performance and ask if the employee requires any help improving his/her performance.
 - Discuss and determine in the maintenance and breakthrough goals, objectives and measures for the next year and record them.
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 - Provide written comments to justify each rating
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 - Where the employee is rated as "Below Target" or "Does Not Meet," it is mandatory that remarks be included on the Performance Improvement Plan which indicate how the employee can reach an acceptable level of performance by the next review conference.
 - Complete the Performance Summary
 - For all employees eligible for step advancement, mark either "Satisfactory" or "Unsatisfactory" in the "Overall Rating" box
 - In the space provided for "Rater Comments," provide written justification for the employee's overall rating
 - Sign and date the form in the rater signature area and forward the form to the reviewer.
- The Reviewer**
 - Ensures that the rater has complied with all of the instructions and returns incomplete forms to the rater.
 - Reviews the form, adds comments, signs and dates in the area provided
 - Forwards the form to the appointing authority
- The Appointing Authority**
 - Reviews and signs the Performance Summary and forwards to the rater
- The Rater**
 - Obtains employee signature and comments in the Performance Summary
 - Schedules another conference if requested by employee
- Forms Distribution**
 - Rater and employee are given copies, and originals retained by the agency.

ADM 4282 Rev. 09/29/08

E.L.G. Co, LPA #002330

Depo. Page #034

State of Ohio Performance Review System

PERFORMANCE LOG

Goal or Objective/Dimension	Documentation
Conduct inspections for all 12 Community Corrections Facilities. Assist with ACA preparation and ensure site report and certificate is completed timely.	During this period, Marlean has continued to be visiting the Community Correctional Facilities providing feedback on their operation in line with the Ohio Administrative Code. She is assisting the facilities that are in process for the 2012 ACA Audit.
Conduct OAC Standard Inspections for Detention Centers and Community Residential Center as assigned. Assures timely completion of inspection reports	Marlean continues to visit and inspect the assigned detention facilities as scheduled. Her inspection reports are detailed and completed in a timely fashion. She also follows up with sites where recommended corrective action is needed.
Create a yearly schedule to ensure that all assigned facilities have a pre-planned inspection date	Marlean has created a Inspection schedule for her assigned sites. She communicates with them to confirm dates and remains flexible to meet the needs of the customers.
Assist with the oversight of the CCF budgets by working with the CCF staff and DYS Finance and Planning.	During this period Marlean has taken more of an active role in the review and processing of the CCF budgets. She works well with the sites and Central Office staff to assure processing is completed timely.
Oversight for CCFs and Detention Facilities and assist as needed to keep them in compliance and on target	Marlean continues to provide oversight and meet the needs of both CCF and Detention. She also has provided trainings to staff and worked with CCF Directors and the Supreme Court on Training projects.
Monitor incidents and population capacity for all 12 CCFs and provide assistance when needed to maintain population and investigations. Maintain log for incidents by facility and Fiscal Year.	Marlean reviews weekly reports from sites to assure bed availability. With this information she has been able to assist courts with request to place youth. She assures that this writer is informed regarding issues at the sites and completes follow up site visits when necessary to assure compliance and proper action has been taken.
Continue to provided assistance to CCFs with the University of Cincinnati. CBT Conversion process. Continue participation in the Programming process for CCFs	Marlean receives and reviews periodic updates from Lori Lovins regarding the conversion. She maintains contact with the sites to monitor progress and provides assistance where needed.

State of Ohio Performance Review System

GOALS

GOALS	STATUS	MEASURE	COMMENT ON ACHIEVEMENT
1. Conduct Inspections for all 12 Community Corrections Facilities. Assist all 12 CCFs with ACA preparation. Ensure each site has report and certificate to reflect inspection.	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean is on schedule to assure all sites are inspected during this period. She is working with the current ACA sites to assure successful Mock and official audits.
2. Conduct OAC Standard Inspections for 19 Detention Centers and 1 CRC.	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean remains on schedule to assure all assigned sites receive yearly inspection and reports.
3. Create a yearly schedule to ensure that each facility has a pre-planned inspection date	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Inspection schedule has been established and Marlean is on schedule to complete inspections on time.
4. Complete reports to Bureau Chief as required for updated status.	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Below Target <input type="checkbox"/>	Marlean assures this writer is fully informed of everything that is going on at her assigned sites. She completes reports timely and as requested
5. Oversight for CCFs and Detention Facilities and assist as needed to keep them in compliance and on target.	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input checked="" type="checkbox"/> On Target <input type="checkbox"/> Below Target <input type="checkbox"/>	Marlean maintains a good relationship with her assigned sites. She makes herself available to them as requested. She provides training, inspections, reports and technical support as requested
6. Monitor incidents and population capacity for all 12 CCFs and provides assistance when needed to maintain population and investigations. Maintain log for incidents by facility and Fiscal Year.	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean follows up with her sites when as needed related to population and incidents. She is aware of population and is able to assist with placement as needed.
7. Continue to provide assistance to CCFs with the University of Cincinnati CBT Conversion process. Continue participation in the Programming process for CCFs.	Completed <input type="checkbox"/> In Progress <input checked="" type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input checked="" type="checkbox"/> Below Target <input type="checkbox"/>	Marlean maintains good relationship with Lori Lovins to assess each site as they are converting programs.
8.	Completed <input type="checkbox"/> In Progress <input type="checkbox"/>	Above Target <input type="checkbox"/> On Target <input type="checkbox"/> Below Target <input type="checkbox"/>	
Y To COMPLETE performance review following prescribed procedures for all direct reports.	Applicable <input type="checkbox"/> Not Applicable <input type="checkbox"/>	On Time: <input type="checkbox"/> Yes <input type="checkbox"/> No Followed Process: <input type="checkbox"/> Yes <input type="checkbox"/> No	

**State of Ohio Performance Review System
Goals and Objectives Attachment Form**

DEPARTMENT/AGENCY: Department of Youth Services
DIVISION: Courts

SECTION: Bureau of Com Cor.

GOAL: Conduct annual Administrative Rule inspections for CCFs, Detention & RTCs.

BREAKTHROUGH
MAINTENANCE

STRATEGY/ACTION STEPS	KEY STAFF LEAD	SUPPORT	START DATE	END DATE	Completed Y/N
Conduct OAC inspections for 12 Community Corrections Facilities (CCFs).	Marlean Ames	Christopher Baker	7/1/12	7/1/13	
Conduct OAC inspections for 19 Detention Centers and 1 Residential Treatment Center	Marlean Ames	Christopher Baker	7/1/12	7/1/13	
Create and maintain a schedule to ensure that each facility has a pre-planned inspection due date.	Marlean Ames	Christopher Baker	7/1/12	7/1/13	
Ensure that each inspection site has an updated report and certificate.	Marlean Ames	Christopher Baker	7/1/12	7/1/13	
Ensure that each inspection report and certificate is sent within 30 days of inspection	Marlean Ames	Christopher Baker	7/1/12	7/1/13	

MEASUREMENT INSTRUCTIONS: Establish concrete criteria for measuring progress toward the attainment of each goal you set. To determine if your goal is measurable, ask questions such as how much? How many? How will I know when it is accomplished?

DESCRIPTION OF MEASUREMENT	BASELINE	RESULTS
Number of CCFs Inspected	4/12	
Number of Detention Center & RTC Inspections	12/20	
Number of pre-planned site visits	18/32	
Number of reports and certificates signed and completed for facilities	10/32	

Manager/Supervisor Signature: *Christopher Baker* Date: 6/12/12
 Employee Signature: *Marlean Ames* Date: 6/12/12

State of Ohio Performance Review System
E.L.G. Co, LPA #002337

Performance Document - ANNUAL REVIEW
Manager Evaluation

MARLEAN AMES, Program Administrator 3
ANNUAL REVIEW, 01/01/2016 - 12/31/2016

Author: GININE TRIM
Status: Completed
Approval: Approved

Role: Manager
Due Date: 12/16/2016

EMPLOYEE DATA	
Emp ID	10028665
Agency	Dept of Youth Services
Division	DYS110000 Agency Administration
Job Code	63124
Supervisor ID	10046535

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission

Description The mission of the Ohio Department of Youth Services is to improve Ohio's future by habilitating youth and empowering families and communities.

Created By : WENDI FAULKNER 10/24/2016 9:02AM

Vision

Description The vision of the Ohio Department of Youth Services is A safer Ohio: one youth, one family and one community at a time.

Created By : WENDI FAULKNER 10/24/2016 9:02AM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Rating: 3. Exceeds Expectations

Comments: Marlean always goes above and beyond to ensure the customer gets what they need,

Created By : Template 10/24/2016 9:02AM

Last Modified By : WENDI FAULKNER 11/30/2016 3:09PM

Section 3 - AGENCY COMPETENCIES**COMMUNICATING OUTSIDE THE ORG**

Description Communicates with people outside of the organization (agency), representing the organization (agency) to customers, the public, government (federal, other state or local), and other external sources. Information can be exchanged in person, in writing (electronic or hard copy), or by telephone or email.

Rating: 3. Exceeds Expectations

Comments: Marlean represents the agency in numerous ways. She does a stellar of job of representing not only the division, but the agency.

Created By : WENDI FAULKNER 10/24/2016 9:02AM

Last Modified By : WENDI FAULKNER 11/30/2016 3:09PM

PERFORM ADMIN ACTIVITIES

Description Performing day-to-day (routine) administrative tasks such as maintaining information files and processing paperwork.

Rating: 2. Meets Expectations

Comments:

Created By : WENDI FAULKNER 10/24/2016 9:02AM

Last Modified By : WENDI FAULKNER 11/30/2016 3:09PM

PROCESSING INFORMATION

Description Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Rating: 2. Meets Expectations

Comments:

Created By : WENDI FAULKNER 10/24/2016 9:02AM

Last Modified By : WENDI FAULKNER 11/30/2016 3:09PM

Section 4 - CLASSIFICATION COMPETENCIES**COORDINATE WORK ACTIVITIES**

Description Getting members of a group to work together to accomplish tasks.

Rating: 2. Meets Expectations

Comments:

Created By : WENDI FAULKNER 10/24/2016 9:02AM

Last Modified By : WENDI FAULKNER 11/30/2016 3:09PM

TRAIN/TEACH OTHERS

Description Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Rating: 2. Meets Expectations

Comments:

Created By :	WENDI FAULKNER	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

IDENTIFY ACTIONS/OBJS/EVENTS

Description Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Rating: 2. Meets Expectations

Comments:

Created By :	WENDI FAULKNER	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

PROVIDE CONSULTATION/ADVICE

Description Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

Rating: 3. Exceeds Expectations

Comments: Marlean has become a federally-certified PREA Auditor to further her knowledge to be able to provide consultation on all PREA matters.

Created By :	WENDI FAULKNER	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Rating: 4. Exceeds Expectations

Comments: Marlean is always willing to assist with not only PREA-related tasks, but anything that is needed by the division.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Technical Assistance

Description Provide technical assistance to facilities, community corrections facilities and private contract facilities as deemed necessary.

Rating: 2. Meets Expectations

Comments:

Created By :	WENDI FAULKNER	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

Audits

Description Coordinate and schedule 1/3 of the facilities in DYS monitoring universe for PREA audits and facilitating them through completion.

Rating: 2. Meets Expectations

Comments:

Created By :	WENDI FAULKNER	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

Grants		
Description Seek, manage and distribute all PREA grant-related funds.		
Rating: 2. Meets Expectations		
Comments:		
Created By :	WENDI FAULKNER	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY		
Rating: 3. Meets Expectations		
Comments:		

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY		
Rating: 4. Exceeds Expectations		
Comments: Marlean is an asset not only to the OQAI , but to the agency as well. She is truly is a value-added member of the team!		

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION		
Description Has a Career Development Plan been generated for the rated employee?		
Rating: No		
Comments:		
Created By :	Template	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

PERFORMANCE PLAN CONFIRMATION		
Description Has a Performance Improvement Plan (PIP) been generated for the rated employee?		
Rating: No		
Comments:		
Created By :	Template	10/24/2016 9:02AM
Last Modified By :	WENDI FAULKNER	11/30/2016 3:09PM

Section 10 - APPROVALS SECTION

10046535 WENDI FAULKNER

11/30/2016

10013266 JOSEPH ANDREWS

12/01/2016

10049776 MARLEA BAKER

12/01/2016

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's

Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Agree with rater.

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document.

ANNUAL REVIEW

Manager Evaluation - Completed

MARLEAN AMES

Job Title: Program Administrator 3
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: GININE TRIM
Period: 01/01/2017 - 12/31/2017
Document ID: 227853
Due Date: 12/16/2017

EMPLOYEE DATA	
Empl ID :	10028666
Agency :	Dept of Youth Services
Division :	DYS110000 Agency Administration
Job Code :	63124
Supervisor ID :	10008253

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission

Description :

The mission of the Ohio Department of Youth Services is to improve Ohio's future by habilitating youth and empowering families and communities.

Created By : WENDI FAULKNER 12/01/2017 3:06PM

Vision

Description :

The vision of the Ohio Department of Youth Services is A safer Ohio: one youth, one family and one community at a time.

Created By : WENDI FAULKNER 12/01/2017 3:06PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does a great job responding to both internal and external customers. She ensures she is providing accurate and timely information. I have routinely witnessed Marlean receiving a call from a CCF or a facility needing her assistance and she will adjust her schedule or research whatever is needed in order to respond accurately.

Created By : Template 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

Section 3 - AGENCY COMPETENCIES

COMMUNICATING OUTSIDE THE ORG

Description :

Communicates with people outside of the organization (agency), representing the organization (agency) to customers, the public, government (federal, other state or local), and other external sources. Information can be exchanged in person, in writing (electronic or hard copy), or by telephone or email.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does a good job communicating with external stakeholders. As the agencies PREA Administrator, she is often represents Ohio by taking part in discussions with other states involving PREA .

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

PERFORM ADMIN ACTIVITIES

Description :

Performing day-to-day (routine) administrative tasks such as maintaining information files and processing paperwork.

Manager Rating: 2. Meets Expectations

Manager Comments: I would like to see Marlean take more initiative in this area. For example, Marlean should take greater involvement regarding managing federal grant dollars that are awarded to the agency. Creating a database and conducting a needs assessment would help her overall management of funds.

Created By : WENDI FAULKNER 12/01/2017 3:06PM

Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

PROCESSING INFORMATION

Description :

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean understands how to process information and use the information to enhance and develop processes that result in positive outcomes.

Created By : WENDI FAULKNER 12/01/2017 3:06PM

Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

Section 4 - CLASSIFICATION COMPETENCIES

COORDINATE WORK ACTIVITIES

Description :

Getting members of a group to work together to accomplish tasks.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does well working with groups, such as CCF's and Facility staff to assist them in preparing for PREA audits as well as day to day compliance. Marlean successfully, led all CCF's and DYS facilities through the cycle one of PREA audits.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

TRAIN/TEACH OTHERS

Description :

Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean has met with and train detention center staff, DYS Pre-Service, CCF's and Central Office staff In-Service routinely on PREA standards and best practices.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

IDENTIFY ACTIONS/OBJS/EVENTS

Description :

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does not have any difficulty identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

PROVIDE CONSULTATION/ADVICE

Description :

Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean is routinely called on to give guidance to management and other groups regarding PREA issues. If she is not certain about an answer she will refer to the PREA Resource Center or reach out to other colleagues for guidance.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Overall Marlean does a good job in her role as the agency PREA Administrator. She is very knowledgeable about PREA and how to prepare facilities for PREA audits.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Technical Assistance

Description :

Provide technical assistance to facilities, community corrections facilities and private contract facilities as deemed necessary.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean has met this goal over the current ratings period.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

Audits

Description :

Coordinate and schedule 1/3 of the facilities in DYS monitoring universe for PREA audits and facilitating them through completion.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean has met this goal over the current ratings period.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

Grants

Description :

Seek, manage and distribute all PREA grant-related funds.

Manager Rating: 2. Meets Expectations

Manager Comments: would like to see Marlean take more initiative in this area. For example, Marlean should take greater involvement regarding managing federal grant dollars that are awarded to the agency. Creating a database and conducting a needs assessment would help her overall management of funds.

Created By : WENDI FAULKNER 12/01/2017 3:06PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:49AM
BRATTON

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Overall Marlean does a good job in her role as the agency PREA Administrator. I would like to see her take more initiative in creating a system to more proactively manage PREA grant funds. Additionally, I would like for her to look for or create process that will enhance education around PREA in DYS facilities. For example working with the facility PCM's to develop PREA resource boards or displays.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Overall Marlean is doing a good job in her role as PREA audit administrator. Marlean's knowledge and experience adds a great deal of value to our agency. She is a team player and works well with others. The relationships she has fostered over the years has contributed to her success. Marlean thank you for your hard work and commitment. It is a pleasure having you on my team and I look forward to watching your continued professional growth in the upcoming ratings cycle. Keep up the good work!

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 12/01/2017 3:06PM
Last Modified By : GININE TRIM 12/18/2017 10:14AM

PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 12/01/2017 3:06PM
Last Modified By : GININE TRIM 12/18/2017 10:14AM

Section 10 - APPROVALS SECTION

10008253	GININE TRIM	12/18/2017
10008253	GININE TRIM	01/04/2018
10044994	JULIE WALBURN	01/09/2018
10049776	MARLEA BAKER	01/09/2018

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.
I have included a response in this performance evaluation's
Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the completed evaluation; it does not indicate agreement with its contents. I understand that performance evaluations may be appealed and that refusal to acknowledge this evaluation waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments

No Attachments have been added to this document

Audit History

Created By :	GININE TRIM	12/01/2017 3:06:03PM
Reopened By :	GININE TRIM	01/04/2018 10:34:55AM
Acknowledged By :	GININE TRIM	01/12/2018 3:27:22PM
Completed By :	GININE TRIM	01/12/2018 3:27:37PM
Last Modified By :	GININE TRIM	04/02/2021 7:49:51AM

ANNUAL REVIEW

Manager Evaluation - Completed

MARLEAN AMES

Job Title: Program Administrator 3
Document Type: ANNUAL REVIEW
Template: ANNUAL PERFORMANCE REVIEW
Status: Completed

Manager: GININE TRIM
Period: 01/01/2018 - 12/31/2018
Document ID: 282039
Due Date: 12/16/2018

EMPLOYEE DATA	
Empl ID :	10028666
Agency :	Dept of Youth Services
Division :	DYS110000 Agency Administration
Job Code :	63124
Supervisor ID :	10008253

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission

Description :

The mission of the Ohio Department of Youth Services is to improve Ohio's future by habilitating youth and empowering families and communities.

Created By : WENDI FAULKNER 12/04/2018 12:36PM

Vision

Description :

The vision of the Ohio Department of Youth Services is A safer Ohio: one youth, one family and one community at a time.

Created By : WENDI FAULKNER 12/04/2018 12:36PM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Manager Rating: 3. Exceeds Expectations

Manager Comments: Marlean is always willing to assist others when needed. She has assisted in several ad hoc PREA training's as well as assisted facilities and county staff with PREA matters when necessary. Marlean is customer focused and understands the importance of giving accurate and timely information to internal and external customers. Often, she responds to PREA inquiries for internal and external customers.

Created By : Template 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:48AM
BRATTON

Section 3 - AGENCY COMPETENCIES

COMMUNICATING OUTSIDE THE ORG

Description :

Communicates with people outside of the organization (agency), representing the organization (agency) to customers, the public, government (federal, other state or local), and other external sources. Information can be exchanged in person, in writing (electronic or hard copy), or by telephone or email.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does a nice job representing the agency when communicating with the Department of Justice, regarding PREA matters. She also has frequent communication with county and private juvenile facilities through conducting PREA assessments and audits and in all cases she represents the agency professionally.

Created By : WENDI FAULKNER 12/04/2018 12:36PM

Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 7:48AM

PERFORM ADMIN ACTIVITIES

Description :

Performing day-to-day (routine) administrative tasks such as maintaining information files and processing paperwork.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean has an opportunity to improve in this area. I encourage Marlean to work on better prioritizing her responsibilities in an effort to help her stay timely with assignments.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 7:48AM

PROCESSING INFORMATION

Description :

Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does well processing information, verifying, auditing and compiling data.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 7:48AM

Section 4 - CLASSIFICATION COMPETENCIES

COORDINATE WORK ACTIVITIES

Description :

Getting members of a group to work together to accomplish tasks.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does well coordinating and working with her peers, as well as facility staff to accomplish outcomes.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:48AM
BRATTON

TRAIN/TEACH OTHERS

Description :

Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does a nice job when instructing new employees on what PREA stands for and what their responsibility is regarding maintaining sexual safety.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:48AM
BRATTON

IDENTIFY ACTIONS/OBJS/EVENTS

Description :

Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean does a good job identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Created By : WENDI FAULKNER 12/04/2018 12:36PM

Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 7:48AM

PROVIDE CONSULTATION/ADVICE

Description :

Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean has an opportunity to improve in this area. I encourage Marlean to ensure that she stays current with all aspects PREA regulations and interpretations of standards to ensure she is providing accurate advice and guidance to senior leadership.

Created By : WENDI FAULKNER 12/04/2018 12:36PM

Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 7:48AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Marlean is very competent in her role as PREA Administrator. She has illustrated that she has adjusted to being a support to the DYS facilities and CCF's, rather than jumping in and attempting to solve the problems.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

Technical Assistance

Description :

Provide technical assistance to facilities, community corrections facilities and private contract facilities as deemed necessary.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean provide technical assistance to facilities, community corrections facilities and private contract facilities as deemed necessary.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:48AM
BRATTON

Audits

Description :

Coordinate and schedule 1/3 of the facilities in DYS monitoring universe for PREA audits and facilitating them through completion.

Manager Rating: 2. Meets Expectations

Manager Comments: Marlean has coordinated a PREA audit at CHJCF and a CCF. She also conducted several mock audits during this ratings period.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:48AM
BRATTON

Grants

Description :

Seek, manage and distribute all PREA grant-related funds.

Manager Rating: 2. Meets Expectations

Manager Comments: This is an area where Marlean has room to improve. In the next rating period I would like for Marlean to assume a more active role in managing and PREA grant funds.

Created By : WENDI FAULKNER 12/04/2018 12:36PM
Last Modified By : FATIMA FOSTER 04/02/2021 7:48AM
BRATTON

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Marlean has met all of her goals and performance expectations this rating period.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Marlean as done a good job in her role as PREA Administrator. There are areas of opportunity that have been identified for Marlean and I look forward to watching her grow and improve over the upcoming year. It is a pleasure having Marlean on my team. Marlean thank you for your dedication to ensuring sexual safety in our DYS facilities and CCF's.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

Manager Rating: No

Manager Comments:

Created By : Template 12/04/2018 12:36PM

Last Modified By : GININE TRIM 12/04/2018 3:30PM

PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 12/04/2018 12:36PM

Last Modified By : GININE TRIM 12/04/2018 3:30PM

Section 10 - APPROVALS SECTION

10008253 GININE TRIM 01/02/2019

10044994 JULIE WALBURN 01/07/2019

10049776 MARLEA BAKER 01/07/2019

SIGNATURE ACKNOWLEDGEMENT (Performance Evaluation & PIP)

I have reviewed my performance evaluation.

I have included a response in this performance evaluation's
Employee Comments Section.

Yes No

My electronic signature merely indicates an acknowledgement that I have reviewed a copy of the
completed evaluation; it does not indicate agreement with its contents. I understand that
performance evaluations may be appealed and that refusal to acknowledge this evaluation
waives my right to appeal.

Choose one (1) of the following:

I refuse to acknowledge this document.

I acknowledge this document.

Section 11 - MANAGER RATER COMMENTS SECTION

Section 12 - MANAGER REVIEWER COMMENTS SECTION

Section 13 - APPOINTING AUTHORITY COMMENTS

Section 14 - EMPLOYEE COMMENTS SECTION

Section 15 - SIGNATURES

Rater/Date

Reviewer/Date

Appointing Authority/Date

Employee/Date

Attachments
No Attachments have been added to this document

Audit History		
Created By :	GININE TRIM	12/04/2018 12:36:12PM
Acknowledged By :	MARLEAN AMES	01/17/2019 11:37:45AM
Completed By :	GININE TRIM	01/17/2019 11:38:16AM
Last Modified By :	GININE TRIM	04/02/2021 7:48:08AM

PROBATIONARY REVIEW

Manager Evaluation - Completed

ALEXANDER STOJSAVLJEVIC

Job Title: Criminal Justice Planning Supv
Document Type: PROBATIONARY REVIEW
Template: PROBATION PERFORMANCE REVIEW
Status: Completed

Manager: GININE TRIM
Period: 11/11/2018 - 05/11/2019
Document ID: 300829
Due Date: 04/26/2019

EMPLOYEE DATA	
Empl ID :	10166455
Agency :	Dept of Youth Services
Division :	DYS170000 Parole & Community Svcs
Job Code :	64715
Supervisor ID :	10010233

The document status is Completed.

Section 1 - PURPOSE OF ORGANIZATION & POSITION

Mission

Description :

The mission of the Ohio Department of Youth Services is to improve Ohio's future by habilitating youth and empowering families and communities.

Created By : JODI SLAGLE

04/29/2019 7:32AM

Vision

Description :

The vision of the Ohio Department of Youth Services is a safer Ohio: one youth, one family, and one community at a time.

Created By : JODI SLAGLE

04/29/2019 7:32AM

Section 2 - STATEWIDE COMPETENCIES

CUSTOMER FOCUS

Description :

Customer Focus is required for use in all state of Ohio performance evaluations. The Customer Focus competency centers on the employee interaction with the customer. It can be either an internal or external customer. It must be demonstrated that the employee understands the need(s) of the customer. The demonstration should include the employee level of knowledge, the tone and the timeliness of the employee responses. The employee should know when to seek assistance to ensure the customer has an overall positive experience. Finally, the evaluation should include examples that the employee evaluates his/her practices based on customer feedback.

Employee Measurement :

Manager Rating: 3. Exceeds Expectations

Manager Comments: Alex is very customer focused and makes himself available to detention superintendents, directors, court personnel and any other stakeholders for any questions or concerns that they might have. In this short period, he has developed strong relationships with the detention directors, which is evident by them reaching out to him for their questions.

Created By : Template 04/24/2019 9:36AM

Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 8:02AM

Section 3 - AGENCY COMPETENCIES

Section 4 - CLASSIFICATION COMPETENCIES

COMMUNICATE SPV/PEERS/SUBS

Description :

Provides information to supervisors, coworkers (peers), and subordinates (staff) by telephone, in written form (electronic or hard copy), or in person.

Employee Measurement :

Manager Rating: 3. Exceeds Expectations

Manager Comments: Alex ensures that I am informed of everything that is going on such as his schedule, issues that he runs into and advice on how to handle certain things.

Created By : Profile 04/24/2019 9:36AM

Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 8:02AM

Section 5 - COMPETENCY SUMMARY

COMPETENCY SUMMARY

Manager Rating: 4. Exceeds Expectations

Manager Comments:

Alex is very organized and has a drive to assure that he is meeting or exceeding the requirements that have been laid out for him. He is very focused on assuring the customers that he comes in contact with receive the highest quality of service that they deserve.

Section 6 - GOALS & PERFORMANCE EXPECTATIONS

OAC Inspections of Detention Centers

Description :

Conduct annual inspections for 37 county detention centers statewide to ensure compliance with OAC.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments:

During this probation period, Alex finished up the outstanding 2018 site visits along with completing some of the 2019 audits. He has organized the 2019 audits to ensure that all are scheduled within the year.

Created By : JODI SLAGLE 04/29/2019 7:38AM

Last Modified By : FATIMA FOSTER
BRATTON 04/02/2021 8:02AM

Technical Assistance

Description :

Provide technical assistance to detention centers as requested to assure compliance with the OAC, capital funding requests, ACA, PREA, and OJJDP compliance.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: During his probation period, Alex begun developing a positive working relationship with the detention directors. He communicates with them as needed, attends meetings, and provides them information that will assist them in compliance or best practice. Alex supports the mission of the facilities and works hard to ensure their success.

Created By : JODI SLAGLE 04/29/2019 7:49AM
Last Modified By : FATIMA FOSTER BRATTON 04/02/2021 8:02AM

inspection Reports

Description :

Inspection reports are submitted within thirty days of the site visit.

Employee Measurement :

Manager Rating: 2. Meets Expectations

Manager Comments: Alex completes a report for each inspection in a timely manner.

Created By : JODI SLAGLE 04/29/2019 8:08AM
Last Modified By : FATIMA FOSTER BRATTON 04/02/2021 8:02AM

Section 7 - GOALS & PERFORMANCE EXPECTATIONS SUMMARY

GOALS & PERFORMANCE EXPECTATIONS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Please see the comments above.

Section 8 - OVERALL PERFORMANCE RATINGS SUMMARY

OVERALL PERFORMANCE RATINGS SUMMARY

Manager Rating: 3. Meets Expectations

Manager Comments:

Alex has only been in this position for six months, but has caught on quickly and has become a valued member of the team. During this reporting period,

Alex has had some tough audits but he was able to work with the detention directors, along with court personnel, to get them closer to compliance. He is nothing but professional, knowledgeable, timely, organized, and has started to develop strong relationships with the detention directors.

Section 9 - ADDITIONAL DOCUMENTATION CONFIRMATION

CAREER DEVELOPMENT PLAN CONFIRMATION

Description :

Has a Career Development Plan been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 04/24/2019 9:36AM
Last Modified By : JODI SLAGLE 05/16/2019 11:50AM

PERFORMANCE PLAN CONFIRMATION

Description :

Has a Performance Improvement Plan (PIP) been generated for the rated employee?

Manager Rating: No
Manager Comments:

Created By : Template 04/24/2019 9:36AM
Last Modified By : JODI SLAGLE 05/16/2019 11:50AM

Section 10 - APPROVALS SECTION

10010233 JODI SLAGLE 05/16/2019

10010233 JODI SLAGLE 06/24/2019