# EVALUATION FORM

## Name of employee: Caroline Broder

## Date of evaluation: September 27, 2024

## TO BE COMPLETED BY THE SUPERVISOR:

1. How has the employee performed in relation to the specific responsibilities identified in his/her job description since the last performance appraisal meeting?

Caroline always accomplishes the tasks for which she is responsible in a timely, competent manner without issue. For example, she leads the communications team through the steps to prepare the public for a Commission meeting, post social media updates, and handles the transcript and meeting summary. She also establishes timelines and processes to ensure our annual reports to Congress meet statutory deadlines by developing tools for policy analysts and contracting with an editor, among other activities.

This year, Caroline finished her work on the website rollout. She managed the vendor work and transitioned between websites seamlessly. There were little to no issues identified on the new site, and several external stakeholders recognized the improvements in navigation, appearance, and usability.

I appreciate Caroline’s willingness to take on new initiatives and consider changes to MACPAC’s traditional approach to publications. She took lead roles in developing communications to MACPAC alumni (a new effort to expand organizational reach), creating new collateral to describe MACPAC’s analytic agenda, and reconsidering the types of publications MACPAC issues. She has also diligently explored options for the agency to consider to make publications more accessible to individuals with intellectual and developmental disabilities. Her commitment to diversity, equity, inclusion, and accessibility is also reflected in modifications that we made to public meeting notifications by soliciting reasonable accommodation requests in our public announcements. Caroline is extremely receptive to new ideas and follows through independently while providing me with updates when appropriate.

1. What specific areas warrant attention for improved performance by the employee at this time?

Caroline has expressed an intention to invest in and grow the members of her communications team, and I would like to work with her on that activity to ensure that we can extend Carolyn and Melanie’s tenure with MACPAC.

I would also like to partner with Caroline to work on efforts to expand the reach of MACPAC’s research and analyses to Medicaid agencies and policy makers at the state level. In the stakeholder interviews conducted during our strategic planning process, we received feedback that MACPAC’s reputation was well-established in DC policy circles. However, there is an opportunity to grow our audience with state policy and operational leaders, which is particularly relevant now that MACPAC formulates recommendations to states. To have these recommendations result in programmatic change, we need to ensure that our message lands with our intended target.

1. Any additional comments on activities carried out by the employee outside of his/her job description?

Caroline continues to serve as one of the key executive sponsors of the Creating Connections team, and I appreciate her leadership and volunteerism. She’s a great thought partner and team mate to MACPAC’s leadership team and I value her contributions to our work.

1. Check the rating for this evaluation:

√ Exceeds job expectations

* Meets job expectations
* Does not meet job expectations

Supervisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_