

Performance Feedback

Navigating this form: Use the tab key to move from one shaded area to another or click on shaded area to enter information (if additional space is needed attach a 2nd page.)

Employee Name	KARRAINE V. MOODY		Position	EXECUTIVE DIRECTOR	
Start Date	07/01/2018	End Date	06/30/2019	Supervisor	Board of Directors

OBJECTIVES SECTION (Three Objectives are the minimum; ten are the maximum.)

Rating Definitions For Objective Results – Above Target: Results exceeded agreed upon requirements; **Target:** Results met agreed upon requirements; **Progressing:** Results not fully met, but employee is developing/improving at an agreed upon rate and performance is improving; **Below Target:** Results were below agreed upon requirements; **Objective Not Applicable:** Objective No Longer Applies

Operational Objectives

Objective 1: Complete 2 year building schedule with specific initiatives towards expanding Hartford Habitat’s footprint in the area served; re-establish Board Land Acquisition Committee to ensure at least 2-year rolling inventory of building sites.		
Rater	Comments	Rating
Self	<p>We will close 9 properties in this Fiscal Year 6/30/19</p> <ul style="list-style-type: none"> • New Construction (3) • Rehabs and Recycles (5) <p>Current builds for 2019-2020 (buildable lots)</p> <ul style="list-style-type: none"> • Main Street-Hartford 6 new construction October 2019 • East Hartford-woodbridge- Dec 2019 • Bristol and Bloomfield (3 tentative start in spring 2020) • Beach Drive-Rehab-December 2019 • Vineland Terrace –Rehab- June 2020 • Recycles- Cleveland and Great Hill Road (2)-- June 2020 <p>2020-2022 New Development Plans including new construction & rehabs</p> <ul style="list-style-type: none"> • Bloomfield/ Windsor/East Hartford • Hartford Rehabs through Land Bank <p>Comment: Build schedule was delayed by three months in Hartford on the North Main Street project.</p>	Above Target
Supervisor		

Objective 2 : Neighborhood Revitalization and components-		
Rater	Comments	Rating
Self	<p>Our ABWK program focuses on aging in place. Focusing on households that are over the age of 55, veterans and those with limited mobility. Will continue to maintain April and October schedule. September 2018 completed Main Street clean-up project. Partnered with the City of Hartford for critical repair with ReStore.</p> <p>Financial Freedom Center has been awarded \$35,000 in grants in calendar year 2019. Continue to partner with corporate partners, volunteers and other community based organizations to support the center.</p> <p>2019-2020 will be a breakout year for this area as we hire staff to lead ABWK and critical repairs in the construction department.</p>	Above Target
Supervisor		

Objective 3: Execute ReStore business plan-		
Rater	Comments	Rating
Self	<p>ReStore continues to thrive. This upcoming fiscal year we are focusing on streamlining and becoming more efficient in operations so that we can ramp up for a new store or growth in the next three years. Plans to hire full time manager in January 2020.</p>	Target
Supervisor		

Objective 4:

Establish budget and meet budget targets- Meet with Directors and establish departmental financial goals for 2016 fiscal year; Present to Board of Directors

Rater	Comments	Rating
Self	Budget to actuals are being provided to departments quarterly. This is our 5 th year of receiving 4 stars from Charity Navigator 2014-2019. Continues to maintain healthy level of cash for operations and maintain build schedule with the support of department heads.	Above Target
Supervisor		

Staff Leadership**Objective 5:**

- 1. Establish clear, specific, measureable goals for all staff-** Implement new HR Resources and best practices, including updated Employee Handbook, legal/fair HR protocol, and individual performance evaluations .
- 2. Create collaborative, team oriented atmosphere with Staff.** Conduct team building exercises.

Rater	Comments	Rating
Self	Consistent quarterly gatherings to ensure that staff morale remain high, training and open communication across departments. Honored for the 4 th year as a Best Place to Work. Ranked number 5 out of 29 small businesses.	Above Target
Supervisor		

Fundraising**Objective 6:**

- 1. Fundraising Objective -**

Rater	Comments	Rating
Self	All development drivers are on budget except for grants. We were not awarded HOME funds as budgeted. However this aligns with the forecast predicted for 2-3 years that public funding will end. Continue to develop new approaches to maintain and recruit new donors.	Above Target
Supervisor		

Habitat Ambassador

Objective 7:

Broaden Hartford Habitat's Visibility in the Public- Attending engagements on Habitat's behalf; Public speaking events; Represent affiliate with Habitat International; Advocating for governmental support; Participating in community-based initiatives; Aggressively seeking out potential donors.

Rater	Comments	Rating
Self	<p>We continue to get paid and earned media coverage. Overall Hartford Area Habitat has a renewed reputation and donors are being cultivated.</p> <p>Serving on Hartford Land bank-Board of Directors, Betty Knox Foundation-Board of Directors, and Board of Governors for Town and County Club</p> <p>Feature article in Hartford Magazine. Serve on the HFHI Policy committee.</p> <p>30th Anniversary Launch Party-successful event that showcased the mission and our families. Over 300 people in attendance</p> <p>Eversource Press conference and revealing of zero energy home.</p>	Above Target
Supervisor		