

Meeting Minutes

Meeting: Board of Directors			
Meeting Date	Location	Duration	Dial-in Number
July 1, 2009	Fond du Lac City/County Govt Bldg 160 S Macy St Fond du Lac	3:30 – 6:25 p.m.	
Mtg. Leader	Meeting Materials		
Allen Buechel	<ul style="list-style-type: none">○ CEO Salary Range○ Sample Meeting Minutes○ Presentation slides: “<i>Wisconsin’s Open Meetings and Public Records Laws</i>”○ Presentation slides: “<i>LCD Board Governance and Functions</i>”○ RFP Calendar of Events○ Updated Work plan○ Draft Bylaws		
Members in Attendance			
Jim Brey	Allen Buechel	Laura DeGolier	Mark Harris
Lea Kitz	Jim Koziczkowski	Todd Moely	Judy Ruggirello
Bob Ziegelbauer			
Members Excused / Absent			
Others Present			
Julia Johnson – Wipfli, LLP	Steve Kirschner	Katie Kreis – LCD	Jim Meisinger – CCO
Katie Mnuk – LCD	Ken Stoffel – Winnebago County HS	Andy Phillips – Centofanti Phillips S.C.	Jeanne Velie - LCD
Lorraine Yarbrough – Cerebral Palsy of Mideast Wisconsin			

Agenda Item	Notes & Recommendations
Call to Order 3.37p.m.	Chair Buechel called the meeting to order. Julia Johnson from Wipfli, LLP joined the meeting via conference call.
CEO Recruitment Process	<p><u>Job Description</u> Motioned by Moely to approve CEO job description; seconded by Ziegelbauer. Motion carried.</p> <p><u>Salary Range</u>—document attached The salary range encompasses the base salary and does not include benefits, possible compensation incentives or relocation expenses which would require review and approval by the Board.</p> <p>Motioned by Ziegelbauer to approve CEO salary ranges as presented; seconded by Moely. Motion carried.</p> <p><u>Fringe Benefits</u> Johnson has initiated a review of benefit offerings in Fond du Lac, Manitowoc and Winnebago Counties. The benefit review and development is occurring simultaneously with the CEO recruitment and it is intended that the information be available</p>

	<p>for the CEO to evaluate the available options and present recommendations to the Board.</p> <p>LCD is required by state law to participate in the Wisconsin Retirement System. The amount of employee contribution is negotiable.</p> <p><u>CEO Selection Committee</u> Selection Committee is to define the selection criteria with Wipfli. Selection Committee will determine which candidates will be interviewed by the entire Board.</p> <p>DeGolier moved and Brey seconded that 3 people on Selection Committee, one member from each county with experience in hiring personnel and goal of 3 candidates brought to the Board for final selection. Motion Carried.</p> <p>Kozickowski moved, 2nded by Ziegelbauer, for Buechel, Brey and Harris to serve as the Selection Committee. Motion carried..</p> <p>Motioned by Moely for Buechel to serve as the Selection Committee point of contact. Seconded by Ruggirello. Motion carried.</p> <p><u>Open Meetings & Open Records Requirement</u>—document attached Andy Phillips discussed state statutes pertaining to the Open Meetings and Public Records law. It was noted that interviews and discussions pertaining to hiring strategies may be conducted by the Board in closed session with appropriate notice on the agenda, but the names of the final five CEO candidates may be released upon request.</p> <p>Johnson will verbally alert candidates of the public nature of the recruitment and the possibility of their names becoming public knowledge.</p> <p><u>CEO Job Posting</u> The CEO job posting will be posted on the Fond du Lac and Winnebago County sites. Manitowoc County expressed concern in posting a non-county position on the county website.</p>
Content of Meeting Minutes	<p>Members discussed meeting minute content and reviewed previously distributed meeting minute samples from Fond du Lac, Manitowoc and Winnebago Counties. Kitz expressed desire in detailed meeting minute content, posting of draft minutes as soon as available, and distributed meeting minutes from Western Wisconsin Cares, Community Care of Central Wisconsin and the Southwest Family Care Alliance Boards. Phillips counseled against posting drafts.</p> <p>Motioned by Harris to record meetings and retain them as required by law; seconded by Kitz. Motion failed , 2-7</p>
Meeting Minutes	Motioned by Kitz to approve 6/8/09 draft meeting minutes;

	<p>seconded by Ziegelbauer. Motion carried.</p> <p>Motioned by Ruggirello to approve 6/17/09 draft meeting minutes; seconded by Moely. Motion carried.</p> <p>The meeting minutes will be amended to correctly name the attending Cerebral Palsy organization.</p>
Public Comment	<p>Motioned by DeGolier to allow a 2-3 minute limit per person for public comment on each agenda; seconded by Koziczowski. Motion carried.</p> <p>There was no objection to the request to have copies of letters sent by members of public who are unable to attend in person, distributed to each Board member.</p>
Board Member Contact Information	<p>Members should submit their choice of contact information to Lakeland staff. Staff will verify the District's capability of offering Board members District email accounts once the District is established.</p>
Contractor's Point of Contact	<p>All points of contact with contractors will be streamlined through the identified point of contact.</p>
Open Meetings & Public Records and The Role of the District Board	<p>Members reviewed "<i>Wisconsin's Open Meetings and Public Records Laws</i>" as presented by Andy Phillips. See attached.</p>
Draft Bylaws	<p>Kitz provided an overview of proposed bylaws drafted by Ellen Sorensen, Lea Kitz and Katie Mnuk. Members should review the bylaws for discussion at the next meeting. Items highlighted in the draft will be discussed in further detail at the next meeting.</p>
Future Agenda Items	<p>Members reviewed the updated work plan and agreed to postpone the strategic planning session so that the District's CEO can participate.</p> <p>Members reviewed the RFP Calendar of Events; the RFP for the three Lakeland counties is due August 14th, 2009.</p> <p>Agenda items for the July 15th meeting include:</p> <ul style="list-style-type: none"> ○ RFP ○ Selection Committee update ○ Membership in WI Family Care Association ○ Discuss and possible adoption of District bylaws ○ Presentation on Board Governance and Functions – Andy Phillips ○ Next Meeting is July 15th Government Building Rm B
Adjourn	<p>Motioned by Moely to adjourn; seconded by Koziczowski. Meeting adjourned.</p>