

## Meeting Minutes

<b>Meeting:</b> Board of Directors			
<b>Meeting Date</b>	<b>Location</b>	<b>Duration</b>	<b>Dial-in Number</b>
June 17, 2009	Fond du Lac City/County Govt Bldg 160 S Macy St Fond du Lac	3:30 – 5:15 p.m.	
<b>Mtg. Leader</b>	<b>Meeting Materials</b>		
Allen Buechel	<ul style="list-style-type: none"> <li>• District Board Member Per Diem &amp; Travel Reimbursement Recommendation # 004-0609</li> <li>• Wipfli LLC Engagement Letter dated 5/27/09</li> <li>• Workplan (updated 6/12/09)</li> <li>• Handout re: Meeting Minutes, Open Meetings, Records; submitted by Kitz</li> </ul>		
<b>Members in Attendance</b>			
Jim Brey	Allen Buechel	Laura DeGolier	Mark Harris
Lea Kitz	Jim Koziczowski	Todd Moely	Judy Ruggirello
<b>Members Excused / Absent</b>			
Bob Ziegelbauer			
<b>Others Present</b>			
Julia Johnson – Wipfli, LLP	Steve Kirschner	Katie Kreis – LCD	Jim Meisinger – CCO
Katie Mnuk – LCD	Ken Stoffel – Winnebago County HS	Jeanne Velie – LCD	Lorraine Yarbrough – Cerebral Palsy of Mideast Wisconsin

<b>Agenda Item</b>	<b>Notes &amp; Recommendations</b>
Convene	Buechel called the meeting to order.
Review Meeting Minutes	Motioned by Brey to approve 6/8/09 meeting minutes as drafted; seconded by Moely. Kitz requested a discussion on meeting minutes, open meetings, records and representation be added to the next agenda. Discussion resulted in the committee agreeing to table the minutes until review and discussion at the next meeting. Motioned by Brey to table draft meeting minutes; seconded by Harris. Motion carried, unanimous consent.
Per Diem & Travel Policy	<p>Members reviewed Recommendation 004-0609: District Board Member Per Diem and Travel Reimbursement. Revisions included replacing “shall” with “may” to enable members to decline per diem and adding “special needs” to identify the actual travel expenses eligible for reimbursement.</p> <p>Per Diem and travel reimbursement requests will be approved by the Chair and authorization forms will be supplied to members to complete prior to payment processing.</p> <p>Motioned by Moely to approve “District Board Member Per Diem and Travel Reimbursement” policy with specified revisions; seconded by Koziczowski. Motion carried, unanimous consent.</p>
CEO Recruitment	Julia Johnson, Senior Manager of Human Resource Consulting at Wipfli, LLP provided an overview of her organization and previous work experience with the District, and presented a

	<p>proposal for the District’s CEO recruitment process. Johnson discussed a multi-tiered campaign targeted to timely recruit a qualified individual in a cost-effectiveness manner.</p> <p>Chair Buechel designated Mnuk as point of contact for Johnson to provide weekly and/or biweekly status updates of the recruitment process and to relay information to the committee.</p> <p>Motioned by Moely to employ Wipfli for recruitment as proposed in the 5/27/09 Engagement Letter; seconded by Ruggirello. Motion carried. Following further discussion, friendly amendment was offered by Brey to amend the 5/27/09 Wipfli Engagement Letter to specify reimbursement in the amount of “<u>up to 15,500;</u>” amendment was accepted without objection. Motion carried. Johnson will send the revised document for Buechel’s signature.</p> <p>Members discussed the public disclosure requirements related to candidates for the CEO position. Mnuk will contact the District’s attorney to verify legal requirements in this regard.</p> <p>Johnson will join the July 1<sup>st</sup> Board meeting via conference call to present recommendations on District fringe benefits and CEO salary range. Kreis will assist Johnson with compiling county pay ranges for other district positions.</p> <p>The revised CEO job description will be disseminated and reviewed at the next meeting.</p> <p>A CEO Selection Committee consisting of 2-3 individuals will be appointed at the next meeting. This committee will work with Johnson on CEO recruitment until the applicant pool has been narrowed down and then entire Board will review finalists.</p> <p>Kitz voiced concern with appointing a committee with this item not previously identified as an agenda item.</p>
Bylaws Subcommittee	<p>A Bylaws Subcommittee will be formed to draft District bylaws. Kitz volunteered to serve on the group; Ellen Sorensen, Fond du Lac County Director of Administration and Chief of Staff, was appointed by Buechel; and Mnuk was appointed by Harris.</p> <p>Motioned by Moely for Kitz, Sorensen and Mnuk to form the Bylaws Subcommittee; seconded by Brey.</p>
District Name	<p>Members expressed confusion between “LTC” and “Lakeland Technical College.” Motioned by Brey to amend the District’s name to “Lakeland Care District;” seconded by Harris. Motion carried, unanimous consent.</p>
Future Agenda Items	<p>Agenda items for the July 1<sup>st</sup> meeting include:</p> <ul style="list-style-type: none"> <li>• CEO job description</li> <li>• CEO selection committee appointed</li> <li>• CEO salary range developed /Benefits</li> <li>• Meeting minutes, open meetings, records and representation. Kitz distributed materials for members’ review prior to the July 1<sup>st</sup> meeting.</li> </ul>

	<ul style="list-style-type: none"> <li>• Bylaws</li> <li>• Training: policy based governance model; board role and function</li> </ul> <p>The strategic planning session will be rescheduled to the Board's July 15 meeting, and an overview of financials could occur at the August 5<sup>th</sup> meeting.</p>
Adjourn	<p>Motioned by DeGolier to adjourn; seconded by Moely. Meeting adjourned, unanimous consent.</p>