



Title: Executive Vice President Evaluation	Original Adoption: April 26, 2007
Approved by DMI BOD: April 26, 2007	Revised / Reviewed: ---

OVERVIEW OF EXECUTIVE VICE PRESIDENTIAL PERFORMANCE EVALUATION PROCESS

The DMI Board will, in consultation with the Executive Vice President, set and approve goals and objectives at least once in each year for the subsequent year and shall annually review such goals and objectives with the Executive Vice President as part of his/her annual performance evaluation.

Within ninety (90) days of the effective date of the Executive Vice President’s employment contract, the DMI Board President will submit to the Board a recommended evaluation process and evaluation instrument for the assessment of the Executive Vice President’s performance. After discussing the President’s recommendations with the Executive Vice President, the Board will adopt an evaluation process and evaluation instrument within one hundred fifty (150) days of the effective date of the Executive Vice President’s contract.

At least once each year, a written evaluation shall be given to the Executive Vice President who shall have the right to give a written response to it which will become a permanent attachment to the Executive Vice President’s personnel file. Within thirty (30) days of the delivery of the written evaluation to the Executive Vice President, the Board shall meet with the Executive Vice President to discuss the evaluation in Closed Session. This evaluation will be based upon the previously approved evaluation process.

Specific Procedures to Develop and Conduct the Executive Vice President’s Performance Evaluation

1. The DMI Board President will provide an evaluation instrument to be distributed to each Board member. Each Board member will complete an individual evaluation form on the Executive Vice President, returning the completed evaluation form to the President within an agreed timeframe. At the discretion of the Board, other stakeholders may be contacted for feedback, comments, or input on the evaluation process.
2. After receiving the Board member evaluations, the President will compile these evaluations and prepare a written composite DMI Board evaluation of the Executive Vice President. As soon thereafter as is practical, the President will meet with the Executive Vice President to present and discuss the composite evaluations with him/her. After the meeting, the President shall mark the composite evaluation as “CONFIDENTIAL” and distribute it to the DMI Board members.
3. Subsequent to the meeting with the Board president, the Executive Vice President will meet once each year, in Closed Session with the entire Board as allowed under Wis. Stats. § 19.85(c). At that time, the discussion will include, but not be limited to, the evaluation, any adjustments in the Executive Vice President’s compensation based on the evaluation, and the DMI Board’s expectations of the Executive Vice President’s performance during the next year and/or any modifications to the previously set goals and objectives developed in conjunction with the president. The Executive Vice President and president shall sign the composite evaluation before the end of the Closed Session.



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Specific Procedures to Develop and Conduct the Executive Vice President's Performance Evaluation (continued)

4. The DMI Board shall reconvene in Open Session as soon after the Closed Session evaluation conference as is practicable to take action on the adjustment or amendment, if any, to the Executive Vice President's evaluation, employment contract, or goals and objectives. The secretary of the Board, in his/her capacity as one of the contracting officers of the Board, shall present the resolution to the Board.

5. DMI shall maintain a file containing the original, signed individual evaluations completed by each Board member, a signed copy of the Board's composite evaluation, the notes from the evaluation session, and the related materials.

6. The Executive Vice President may request a mid-year progress report from the Board. Such a request is to be made in writing to the Board President at least 20 days prior to the January Quarterly meeting of the Board. The President will solicit from the other four members comments for a mid-year progress report of the Executive Vice President using the evaluation instrument previously agreed upon. As soon as practical after receiving the individual Board mid-year comments the President will compile these comments and prepare a written mid-year composite. At the January Quarterly Meeting or as soon as practical the Board will meet in closed session with the Executive Vice President to present and discuss the mid-year progress report. After this meeting the President shall mark the mid-year progress report as "CONFIDENTIAL" and distribute to all DMI Board members. Based on the mid-year progress report the goals and/or work plan for the Executive Vice President may be amended. The amended goals and/or work plan will be utilized as part of the annual evaluation.