



Title: DMI President Evaluation	Original Adoption: April 26, 2007
Approved by DMI BOD: April 26, 2007	Revised / Reviewed: 5 August 2015

OVERVIEW OF DMI PRESIDENTIAL PERFORMANCE EVALUATION PROCESS

The DMI Board will, in consultation with the DMI 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 DMI President as part of his/her annual performance evaluation.

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

At least once each year, a written evaluation shall be given to the DMI President who shall have the right to give a written response to it which will become a permanent attachment to the DMI President’s personnel file. Within thirty (30) days of the delivery of the written evaluation to the DMI President, the Board shall meet with the DMI 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 DMI President’s Performance Evaluation

1. The DMI Board Chair will provide an evaluation instrument to be distributed to each Board member. Each Board member will complete an individual evaluation form on the DMI President, returning the completed evaluation form to the Board Chair 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 Board Chair will compile these evaluations and prepare a written composite DMI Board evaluation of the DMI President. As soon thereafter as is practical, the Board Chair will meet with the DMI President to present and discuss the composite evaluations with him/her. After the meeting, the Board Chair shall mark the composite evaluation as “CONFIDENTIAL” and distribute it to the DMI Board members.
3. Subsequent to the meeting with the Board Chair, the DMI 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 DMI President’s compensation based on the evaluation, and the DMI Board’s expectations of the DMI 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 DMI President and Board Chair shall sign the composite evaluation before the end of the Closed Session.



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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 DMI 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 DMI President may request a mid-year progress report from the Board. Such a request is to be made in writing to the Board Chair 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 DMI President using the evaluation instrument previously agreed upon. As soon as practical after receiving the individual Board mid-year comments the Board Chair 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 DMI President to present and discuss the mid-year progress report. After this meeting the Board Chair 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 DMI President may be amended. The amended goals and/or work plan will be utilized as part of the annual evaluation.