



DDA ACTION SUMMARY SHEET

MEETING DATE: January 20, 2026

TOPIC Performance Review of Assistant Director

Closed session optional under MCL 15.268 (a)

BACKGROUND BRIEF:

The Executive Committee conducted performance evaluations of its Executive Director and Assistant Director on September 16, 2025. The Committee reported the results of that process to the Board who now seeks additional information and input from the Assistant Director regarding the performance of certain responsibilities under the Assistant Director contract.

The Board will hear a general report and detailed overview of the work and performance by and from the Assistant Director and may ask questions or engage in a discussion of the information provided.

Michigan law provides that a performance review of this nature may be conducted in a closed session at the exclusive request of the contracted party, in this case the Assistant Director. At the time of the calling of this agenda item, the Board Chair will inquire as to the preference of the Assistant Director and conduct the meeting as appropriate.

FINANCIAL IMPACT: This is a means of reporting information and gathering performance information as requested by the Board and therefore no financial action is intended at this time.

RECOMMENDED MOTION:

Upon receipt of the report and information from the Assistant Director it is in the discretion of the Board to elect to take any, or no, action.

If further information or analysis is needed by the Board it is recommend that a specific motion of referral to the Executive Committee is made granting the committee the authority to seek any additional materials or information sufficient to resolve any questions or intent of the Board.