

**Children's Health Alliance of Wisconsin  
Executive Council Meeting Minutes  
Thursday, January 7, 2021  
7:30am – 8:30 am**

**Attendees:** Nan Peterson (Chair), Jodi Bloch, Sandi Cihlar, Kathy Clark, Dr. Diane Gerlach, Dr. Todd Mahr, Antonina Olszewski, Jay Shrader, Nikki Stafford, Brian Vigue, Nikki Stafford, Karen Ordinans and Kelli Effinger, human resources partner for Children's Wisconsin

**Excused:** All present

**Welcome**

Nan Peterson called the meeting to order and welcomed everyone into the New Year. It was acknowledged that Karen Ordinans had sent communication that she would be retiring in March 2021 and the meeting agenda was devoted to the transition.

**Meeting minutes**

Kathy Clark moved approval of the December 3, 2020 Executive Council meeting minutes, second by Heidi Warpinski. Hearing no objections the motion passed.

**Re-organization of the CHAW staffing structure**

Karen provided an overview of the new staffing structure that was driven by; the priority needs of CHAW, need for clarity and equity among roles and reporting structure, and career development for staff. The key elements included the creation of a program leader for each initiative, a promotion to project manager for one staff member, and the elimination of the associate director position once the executive director position is filled upon Karen's retirement.

It was acknowledged that Matt Crespin, the current associate director, is aware of the new structure and has intentions to apply for the executive director position.

**Filling of executive director position**

The CHAW Succession Plan document (in file) was reviewed and discussed with input and clarification provided by Kelli Effinger, human resources partner from Children's Wisconsin (CW). Consensus was reached on the following steps:

- The executive director job description will be shared with Council members for input prior to being submitted to CW for posting.
- The executive director job opening will be posted internally only within the CW system, which is approximately 4500 personnel.
- CW Human Resources will vet candidates and inform the Council of viable candidates for interviewing.
- Nan Peterson will form an interview team of 4-5 Council members to conduct the interviews. In addition, an interview team from CW also will interview the same slate of candidates. CW HR will assist in setting up interviews.

- The Council team will share their selection with CW and a mutual agreement will be sought on the final choice.
- The goal is to announce the new executive director at the February 26 Advisory Board meeting.

**February 26, 2021 Advisory Board meeting**

Nan Peterson confirmed the Board meeting will take place virtually on February 26 from 8:30 – 10:30 a.m. The meeting agenda will include breakout sessions that include the topic of a Board evaluation and specific items from the CHAW initiatives

**2021 meeting dates**

**Executive Council:**

**April 22**

**August 12**

**December 9**

7:30 am – 8:30 a.m. Zoom meeting

Optional evening dinner meeting 5:30-8:30pm on September 23, 2021 if the September 24 Advisory Board meeting is held in person.

**Advisory Board:**

February 26

June 11

September 24

There being no further business or discussion to consider, and with no objection, Nan adjourned the meeting.

Minutes respectfully submitted by Karen Ordinans