

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS – PROGRAM EVALUATION COMMITTEE**

Thursday, August 16, 2012 – 12:00 Noon

Rhineland Satellite Office, 100 West Keenan Street, Rhineland, Wisconsin

**Members Present:** Hammer and Korten Hof at 12:00 Noon, Price at 12:08 P.M., and Gresser at 12:23 P.M.

**Members Absent:** None

**Call to Order:** Chair Hammer called the meeting to order at 12:07 P.M. Also present were Regional Manager Parkkila and Aging and Disability Resource Center of the Northwoods (ADRC-NW) Secretary Bix.

**Public Comment & Introductions:** There were none.

**Approval of Agenda:** Korten Hof moved to approve the agenda with eight items; Hammer seconded. All Ayes. Motion Carried.

**Approval of Minutes of the 07/19/12 Program Evaluation Committee Meeting:** Korten Hof moved to approve the minutes of the July 19, 2012 Program Evaluation Committee; Hammer seconded. All Ayes. Motion Carried.

**Finalize Board Evaluation Tool:** The Committee reviewed the Annual Board Evaluation Tool Parts I & II and suggested some minor changes. Korten Hof moved to recommend approval of the Annual Board Evaluation Tool after the suggested changes are made; Price seconded. All Ayes. Motion Carried.

**Finalize Board Job Description:** The Committee reviewed the Board Member Job Description. Since this job description was developed before board terms were set, the term of service was changed from two to three years. The information about term limits was also eliminated since there are no term limits. Price moved to recommend that the full Board of Directors approve the Board Member Job Description as amended; Korten Hof seconded. All Ayes. Motion Carried.

**Set Next Meeting Date & Time:** The next meeting of the Program Evaluation Committee will be at the call of the Chair.

**Adjournment:** With no further business, Korten Hof moved to adjourn the meeting; Price seconded. All Ayes. The meeting was adjourned at 12:27 P.M.

**Handouts:** Minutes of the ADRC-NW Program Evaluation Committee meeting of July 19, 2012; ADRC-NW Annual Board Evaluation – Parts I & II with comments; Draft ADRC-NW Board Member Job Description.