

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS – EXECUTIVE/PERSONNEL COMMITTEE

Monday, September 17, 2012 – 11:30 A.M.

Oneida County Department on Aging – 100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Millan, Teichmiller

Members Absent: Chapman, Ritchie

Call Meeting to Order: Chair Teichmiller called the meeting to order at 11:30 A.M. Also present were Pam Parkkila, Regional Manager of the Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Mary Platner, proposed member of the ADRC-NW Board of Directors.

Approval of Agenda: Millan moved to approve the agenda with eight items; Bix seconded. All Ayes. Motion Carried.

Approval of Minutes of July 6, 2012 Executive Committee: Millan moved to approve the minutes of the July 6, 2012 Executive/Personnel Committee; Teichmiller seconded. All Ayes. Motion Carried.

New Citizen Member Representing Older Americans - Mary Platner: Teichmiller introduced Mary Platner. She is a former Vilas County Board Supervisor, a former member of the Vilas County Commission on Aging, and a former member of the Vilas County aging and disability resource center internal planning committee. Millan moved to recommend to the ADRC-NW Board that she be appointed to the ADRC-NW Board of Directors; Bix seconded. All Ayes. Motion Carried.

Regional Manager Revised Job Description: Buck Rhyme, President of the RR Consulting Group, and Pam Parkkila worked on this revision to the Regional Manager Job Description to make it more compatible with the proposed Job Evaluation Tool. The Committee Members felt that some items on the original job description were not on this version and that further discussion was required before any changes should be made. Bix moved to table the proposed Regional Manager Revised Job Description for further review; Millan seconded. All Ayes. The item was tabled.

Regional Manager Evaluation Tool: After discussion, Bix moved to table the Regional Manager Evaluation Tool to allow further review and discussion of both it and the Revised Job Description. Millan seconded. All Ayes. The item was tabled.

Set Next Meeting Date & Place: The next meeting of the Executive/Personnel Committee will be Monday, October 8, 2012 at 1:00 P.M. It will be held in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 12:04 P.M.