

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

Monday, December 4, 2012 – 1:00 P.M.

Cedar Room, 100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Millan, Ritchie, Teichmiller

Members Absent: Chapman

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:03 P.M. Also present was Pam Parkkila, Regional Manager of the Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

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

Approval of Minutes of the November 12, 2012 Executive/Personnel

Committee Meeting: Ritchie moved to approve the minutes of the November 12, 2012 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

Move to Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility:

Bix moved to go into Close Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Ritchie seconded. Roll Call: Bix – Yes; Millan – Yes; Ritchie – Yes; Teichmiller – Yes. Yes – 4; No – 0; Absent – 1. The meeting went into Closed Session at 1:05 P.M.

Move to Open Session to Act on Items Discussed in Closed Session: Bix moved to go into Open Session; Ritchie seconded. All Ayes. Motion Carried. The meeting returned to Open Session at 2:13 P.M.

The Committee completed the Performance Evaluation of the Regional Manager. Ritchie moved to present the Performance Evaluation to the full Board of Directors

with the recommendation that Parkkila's probationary period be recorded as successfully completed. Millan seconded. All Ayes. Motion Carried.

Proposed Change in ADRC-NW Board of Director Bylaws Re: Temporary Quorum Appointments: Occasionally the lack of a quorum may jeopardize the meeting of a committee. Usually there is at least one other member of the Board of Directors who could substitute for a missing committee member. Bix moved to recommend to the Board of Directors that it change its bylaws to allow the Chair of the ADRC-NW Board of Directors or the Chair of the committee involved to temporarily appoint a substitute Board Member for the purpose of acquiring a quorum. Ritchie seconded. All Ayes. Motion Carried.

ORCD Audit Update: Sherry Schuelke, State of Wisconsin Regional Quality Specialist, met with Parkkila to perform the annual Office of Resource Center Development audit. Nothing in writing has been received concerning that audit. Teichmiller will request a written report.

Re-appointment of Board Members with Expiring Terms: Board Members Cushing, Gresser, Krug, and Ritchie were given one-year terms when the Board of Directors was constituted last year. Those terms are now up for renewal. Millan moved to recommend that Board Members Cushing, Gresser, Krug, and Ritchie be appointed to three-years terms; Bix seconded. All Ayes. Motion Carried.

Regional Staffing Updates: Interviews were held in Vilas County, and a new ADRC Specialist was hired. She will begin shortly after the beginning of the year. Sue Richmond has received a permanent appointment as the Director of the Commission on Aging in Vilas County.

Set Next Meeting Date & Place: The next meeting of the Executive/Personnel Committee will be at the call of the Chair.

Adjournment: With no further business, Millan moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 2:27P.M.

Handouts: Minutes of the November 12, 2012 Executive/Personnel Committee meeting; Regional Manager Evaluation Form.