

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
EXECUTIVE/PERSONNEL COMMITTEE  
Thursday, February 21, 2013 – 11:30 A.M.  
100 West Keenan Street, Rhinelander, Wisconsin**

**Members Present:** Bix, Millan, Ritchie, Teichmiller

**Members Absent:** Chapman (Excused)

**Call Meeting to Order:** Chair Teichmiller called the meeting to order at 11:30 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and David Krug, ADRC-NW Board Member and Finance Committee Chair.

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

**Approval of Agenda:** Bix moved to approve the agenda with nine items; Ritchie seconded. All Ayes. Motion Carried.

**Approval of Minutes of the December 4, 2012 Executive/Personnel Committee Meeting:** Millan moved to approve the minutes of the December 4, 2012 Executive/Personnel Committee meeting; Richie seconded. All Ayes. Motion carried.

**Approval of Revised Regional Manager Job Description:** After review, Ritchie moved to approve the revised Regional Manager Job Description as developed and revised by Buck Rhyme, Pam Parkkila, and Miki Bix. Millan seconded. All Ayes. Motion Carried.

**Approval of Revised Regional Manager Evaluation Tool:** After discussion, Millan moved to use the same evaluation tool that was used for the six-month evaluation for a twelve-month evaluation, to delay the twelve-month evaluation until June, to have future evaluations of the Regional Manager done in December of succeeding years, and to develop a new evaluation tool for the December 2013 evaluation. Ritchie seconded. All Ayes. Motion Carried.

**Future Agenda Items:** Updates to the Personnel Policy covering Health Savings Accounts and flex time provisions, development of board orientation, development of Employee Handbook, possible changes to Bylaws to cover quorum difficulties.

**Set Next Meeting Date, Time, & Place:** The next meeting of the ADRC-NW Executive/Personnel Committee will be Thursday, March 21, 2013 at 11:00 A.M. The proposed location will be the ADRC-NW Eagle River Satellite Office.

**Adjournment:** With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 11:55 A.M.

**Handouts:** Minutes of the December 4, 2012 Executive/Personnel Committee meeting; Proposed Regional Manager Job Description (approved); Current Regional Manager Evaluation Tool.