

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Thursday, July 18, 2013 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Ritchie, Teichmiller

Members Absent: Chapman (excused), Millan

Call to Order: Chair Teichmiller called the meeting to order at 11:00 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Dave Krug, Chair, ADRC-NW Finance Committee, and Jonathan Anderson, The Lakeland Times.

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

Approval of the Minutes of the June 20, 2013 Executive/Personnel Committee Meeting: Teichmiller moved to approve the minutes of the June 20, 2013 Executive/Personnel Committee meeting; Bix seconded. All Ayes. Motion Carried.

Regional Manager Evaluation: The mid-year evaluation of the Regional Manager will be performed by the Executive/Personnel Committee and the Chairs of the Finance and Program Evaluation Committees. The evaluation used in the last evaluation will be used in this evaluation. Copies of the previous evaluation, the list of goals for the Regional Manager, and a clean copy of the evaluation form, will be sent by email to all participants. The evaluation meeting is set for Friday, August 9, 2013 at 12:00 Noon.

Employee Benefit Review: The ADRC-NW employs four individuals. The Regional Manager and the Disability Benefit Specialist receive their benefits through an agreement with Oneida County. One of the ADRC Specialists in Medford receives her insurance through her husband's policy. The other Medford ADRC Specialist gets health insurance through a private individual policy. There was some concern over the fact that the health insurance benefits are not exactly equal for all employees. However, Parkkila checked with our attorney and found that this will not be an issue since the ADRC-NW has made every effort to provide identical coverage. The areas of disparity are the amount of the monthly premium, the employee contribution, deductibles, co-insurance after the deductible is paid,

and the existence of a Health Reimbursement Account (HRA). Now that the ADRC-NW is part of the Wisconsin Retirement System, it may be possible to get health insurance through them. Mary Rideout, the Oneida County Social Services Department Financial Services Manager, will check into this possibility. The Committee will re-visit this item later in the year. NO ACTION TAKEN.

Board Meeting Policy: After review of the proposed Board Meeting Policy, Ritchie moved to recommend that the full Board of Directors approve the Board Meeting Policy as presented; Bix seconded. All Ayes. Motion Carried.

Marketing Consultant Proposal: Parkkila is working with several possibilities for marketing services. She expects a number of proposals will be available for the August meeting. NO ACTION TAKEN.

ADRC-NW Customer Survey: The Committee reviewed a prototype for a customer survey to be sent to all customers of the ADRC-NW. Several suggestions were made to improve the feedback, and Parkkila will implement these before sending the survey out to customers.

Future Agenda Items: Regional Manager Evaluation, Update of Regional Manager Evaluation form for December Evaluation, Employee Benefit Review

Set Next Committee Meeting Date & Time: The next meeting of the Executive/Personnel Committee will be Friday, August 9, 2013 at 12:00 Noon. It will include the Chairs of the Finance and Program Evaluation Committees and will be a closed session for the purpose of evaluating the Regional Manager. The next regularly scheduled meeting of the ADRC-NW Executive/Personnel Committee will be Thursday, August 15, 2013 at 11:00 A.M. Both meetings will be in Rhinelander.

Adjournment: With no further business, Ritchie moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 11:40 A.M.

Handouts: Minutes of the Executive/Personnel Committee meeting of June 20, 2013; Memorandum from Steven Schindhelm: Questions Concerning Parity of Employee Benefits; Employee Benefits Review; proposed Board Meeting Policy; proposed Customer Satisfaction Survey; Aging & Disability Resource Center of Central Wisconsin - Executive Director Performance Review Process.