

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Thursday, August 15, 2013 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Millan, Teichmiller

Members Absent: Chapman, Ritchie (excused)

Call to Order: Chair Teichmiller called the meeting to order at 11:00 A.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the August 9, 2013 Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the August 9, 2013 Executive/Personnel Committee; Teichmiller seconded. All Ayes. Motion Carried.

Regional Manager Evaluation: The finished evaluation was not available for review at this time. It will be presented at the next Executive/Personnel Committee meeting.

2012 Annual Report (Office of Resource Center Development (ORCD): There were two issues noted in this report. The first is that the ADRC-NW Board of Directors is not up to its full fifteen-member complement. The other is that one of the ADRC-NW Board Members (Tammy Queen) is a tribal employee, and this is in conflict with the ADRC-NW/State of Wisconsin ORCD contract. In order for that person to stay on the Board, a waiver is needed from ORCD. A letter requesting a waiver was presented to the Committee for approval. Millan moved to approve the submission of a letter to the Office of Resource Center Development requesting a waiver for Tammy Queen; Bix seconded. All Ayes.

ADRC Board of Directors Recruitment Package: The recruitment package is not available for review at this time. It will be presented at the next Executive/Personnel Committee meeting. Currently, the Board lacks a Sokaogon

Chippewa tribal council member and a member-at-large. Eric Chapman, the Lac du Flambeau tribal council member, has just resigned; so that position is now open also.

ADRC-NW Handbook Draft: The draft Handbook was distributed. Feedback from our fiscal agent is also being requested. The Board may need to update the current policies to match the proposed handbook because some items addressed in the handbook are not addressed in those policies. Grievance procedures also need to be addressed. Bix moved to recommend to the full Board of Directors that the Handbook be sent to the attorney for final review; Millan seconded. All Ayes. Motion Carried.

ADRC-NW Credit Card Policy: The Committee reviewed the draft policy and made minor changes. The Fiscal Agent has reviewed the policy and has no objections. Bix moved to recommend approval of the Credit Card Policy to the full Board of Directors; Millan seconded. All Ayes. Motion Carried.

Future Agenda Items: Regional Manager Evaluation, Board of Director Recruitment Package, Board Vacancies, 2014 Employee Wage Increases

Set Next Board Meeting Date & Place: The next meeting of the Aging & Disability Recourse Center Executive/Personnel Committee will be Thursday, September 19, 2013 at 11:00 A.M.

Adjournment: Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 11:41 A.M.

Handouts: Minutes of the August 9, 2013 Executive/Personnel Committee meeting; July 15, 2013 letter from Sherry Schuelke, Regional Quality Assurance Specialist for the Office of Resource Center Development regarding the 2012 annual report; draft letter to Schuelke requesting waiver for Tammy Queen; draft Personnel Policies & Procedures Handbook; draft ADRC-NW Credit Card Policy.