

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, January 24, 2014 – 10:30 A.M.
100 West Keenan Street, Rhineland, Wisconsin**

Members Present: Bix, Teichmiller, Krug (appointed to established quorum)

Members Absent: Milan (excused), Ritchie (excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 10:40 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 fifteen items; Krug seconded. All Ayes. Motion Carried.

Approval of the Minutes of the December 19, 2013 Executive/Personnel Committee Meeting: Teichmiller moved to approve the minutes of the December 19, 2013 Executive/Personnel Committee meeting; Bix seconded. All Ayes. Motion Carried.

Revised Mission Statement: After review, Krug moved to refer the Enriched Mission Statement to the full Board for approval; Bix seconded. All Ayes. Motion Carried. The recommended Enriched Mission Statement reads as follows: The Aging & Disability Resource Center of the Northwoods provides information, assistance, advocacy, and connections for older adults, persons with disabilities, their families, and the communities where they live. Our services promote healthy choices, independence, and an enhanced quality of life.

Strategic Plan: In conjunction with Buck Rhyme, the ADRC-NW Board of Directors, and the ADRC-NW Regional Supervisors and Staff, a Strategic Plan was developed to “engage in ongoing training and education for the staff and Board, to strengthen advocacy and integration efforts, and to develop and expand marketing efforts”. Bix moved to recommend that the full Board approve the expanded Strategic Plan; Krug seconded. All Ayes. Motion Carried.

Board of Directors Evaluation: After discussion, Bix moved to recommend to the full Board that it do a self-evaluation similar to what the Board did last year; Krug seconded. All Ayes. Motion Carried. The procedure used will be the same as that used in the Regional Manager Evaluation with Bix serving as the point person.

Renew Board Member Terms: Teichmiller moved to recommend that the full Board renew the appointments of Kortenhof and Hammer for three-year terms. Forest County will choose their jurisdictional Board Member. Krug seconded. All Ayes. Motion Carried.

Employee Handbook: A “Consumer Systems & Equipment User Agreement” was appended to the actual Handbook and may require minor changes in wording. A sign-off sheet for each employee acknowledging receipt and understanding of the Handbook also will be added. Committee Members received the draft Handbook and will vote on it at the February meeting.

Move to Closed Session under Wisconsin State Statutes Sec. 19.85(1) (c) for Regional Manager Evaluation: Bix moved to go into Closed Session pursuant to Wisconsin State Statutes Sec. 19.85 (1) (c); Krug seconded. Roll Call: Bix – Yes; Krug – Yes; Teichmiller – Yes. Yes – 3; No – 0. **The meeting went into closed Session at 11:08 A.M.**

Move to Open Session: Krug moved to go into Open Session; Bix seconded. All Ayes. **The meeting returned to Open Session at 11:45 A.M.**

Committee May Take Action on any Matters Discussed in Closed Session: No action was taken.

Future Agenda Items: Handbook

Set Next Executive/Personnel Committee Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, February 21, 2014 at 10:30 A.M. It will take place in Rhinelander.

Adjournment: Bix moved to adjourn; Krug seconded. All Ayes. The meeting was adjourned at 11:48 A.M.

Handouts: Aging & Disability Resource Center of the Northwoods – Executive/Personnel Committee minutes of December 19, 2013; revised Strategic Plan; Personnel Policies & Procedures Handbook; Regional Manager Self-Evaluation; Regional Manager Evaluation – current; List of Goals for 2013 for Regional Manager (previous).