

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, January 9, 2015 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Millan, Teichmiller, Tuckwell

Member Absent: Ritchie (excused)

Call Meeting to Order: Chair Millan 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 eleven items; Tuckwell seconded. All Ayes. Motion Carried.

Approval of the Minutes of the November 7, 2014 Executive/Personnel Committee Meeting: Teichmiller moved to approve the minutes of the November 7, 2014 Executive/Personnel Committee meeting; Tuckwell seconded. All Ayes. Motion Carried.

Regional Manger Evaluation – The Executive/Personnel Committee will go into Closed Session at approximately 11:05 A.M. pursuant to section 19.85(1)(c), Wisconsin State Statutes, for the purpose of conducting employment, promotion, compensation or performance evaluation data for an Aging & Disability Resource Center of the Northwoods employee for approximately 30 minutes: Bix moved to go into Closed Session pursuant to section 19.85(1)(c), Wisconsin State Statutes. Teichmiller seconded. Roll Call: Bix – Yes; Millan – Yes; Teichmiller – Yes; Tuckwell – Yes. Yes – 4; No – 0; Absent – 1. **The Committee went into Closed Session at 11:05 A.M.**

The meeting will reconvene in Open Session pursuant to Section 19.83, Wisconsin State Statutes to take any necessary action on the matter discussed in Closed Session. Bix moved to return to Open Session; Teichmiller seconded. All Ayes. **The Committee reconvened in Open Session at 12:02 P.M.**

Board of Directors Orientation Manual: Secretary Bix distributed copies of the proposed Board Member Orientation Manual. The Committee will review the draft copy and vote on the manual at the February meeting of the Executive/Personnel Committee. No Action Taken.

ADRC of the Northwoods Reimbursement Policy & Procedure: Discussion was held on increasing the meal allowance to more adequately cover meal costs, to allow individuals to bundle daily meal allowances into 1-2 meals, and to allow for the purchase of alternate meals under special circumstances. Secretary Bix will work up the proposed changes to the

Reimbursement Policy & Procedure and present them at the February meeting. No Action Taken.

Future Agenda Items: Orientation Manual; Reimbursement Policy

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, February 6, 2015 in Rhinelander. It will take place at 11:00 A.M.

Adjournment: With no further business, Teichmiller moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 12:29 P.M.

Handouts: Minutes of the November 7, 2014 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; proposed Board of Directors Orientation Manual.