

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, February 6, 2015 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Cushing, Millan

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

Call Meeting to Order: Chair Millan 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); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; Dave Krug, Chair, Finance Committee, ADRC-NW, and Erv Teichmiller, Board Member, ADRC-NW.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the January 9, 2015 Executive/Personnel Committee Meeting: Teichmiller moved to approve the minutes of the January 9, 2015 Executive/Personnel Committee meeting; Cushing seconded. All Ayes. Motion Carried.

Board of Directors Orientation Manual: Cushing moved to forward the draft Orientation Manual to the full Board of Directors for approval; Teichmiller seconded. All Ayes. Motion Carried.

ADRC-NW Reimbursement Policy & Procedure: After review and discussion, Teichmiller moved to forward the proposed changes to the ADRC-NW Reimbursement Policy & Procedure to the full Board of Directors for approval. Cushing seconded. All Ayes. Motion Carried.

Future Agenda Items: It was decided to permanently add "Letters & Communications" to all Board and Committee agendas in the future.

Confirm Next Meeting Date, Time & Place: If necessary, the Executive/Personnel Committee will meet before the next Finance Committee meeting on March 6, 2015.

Adjournment: With no further business, Bix moved to adjourn; Teichmiller seconded. All Ayes. The meeting was adjourned at 11:46 A.M.

Handouts: Minutes of the January 9, 2015 Executive/Personnel Committee meeting; Draft Changes to the ADRC-NW Reimbursement Policy & Procedure, and Orientation Manual items: Table of Contents, Welcome Letter, Personal Expense Voucher with explanations, and Revenue/Expense Report definitions.