

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, May 8, 2015 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Millan, Ritchie

Members Absent: Cushing (excused); Tuckwell

Call Meeting to Order: Chair Millan called the meeting to order at 11:02 A.M. Also present were Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); David Krug and Judy Troyk, Board of Directors, ADRC-NW.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the April 17, 2015 Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the April 17, 2015 Executive/Personnel Committee Meeting; Bix seconded. All Ayes. Motion Carried.

Board Retreat Review – Charting a Course for the Future: Buck Rhyme of RR Consulting Group has offered a proposal to help draft goals for the revised priorities in the strategic plan, prepare an ideal candidate profile based upon board and staff input, help devise a recruitment strategy for the new regional manager position, assist with setting up education presentations on organizational structure, and provide technical assistance and support to the interim director regarding strategic communication. The fee for this would be \$2,500 through July 2015. Discussion followed acknowledging the help Rhyme has provided in the past, and noting options for the future. Millan moved to decline the offer at this time; Bix seconded. All Ayes. Motion Carried. Several goals established at the Board Retreat for the Interim Director working with Rhyme will also be put on hold. Jacobson was directed to contact Rhyme and thank him for his work and inform him of this decision.

Interim ADRC-NW Regional Manager Report: Jacobson shared she and Piazza have only been in their new roles for the past 2 weeks. It will take a bit of time for them to both settle into a routine. Jacobson has plans to meet personally with each staff to get feedback on the regional operation and the suggestions they have for the future, including ideal skills for the next Regional Manager. 1) Jacobson and Piazza are now using the Office Tracker program to document hours worked for the ADRC-NW. 2) Piazza is supervising the 3.6 full-time-equivalent (FTE) ADRC-NW employees getting them more connected with the other ADRC-NW employees. ADRC-NW employees have already expressed positive comments and approval of this change.

Letters & Communications: The Office of Resource Center Development (ORCD) has informed the ADRC-NW that Board Member Queen will not be allowed to continue as a Board Member while she is also an employee of the Sokaogon/Chippewa Tribal Community. Her last day will be July 31, 2015. Millan contacted ORCD to request an appeal and was told one waiver was allowed in October 2013 for one 3-year term and could not be granted again.

Future Agenda Items: State Budget; Regional Manager Job Description & Recruitment Process

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee is tentatively set for June 5, 2015 in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. Motion Carried.

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting of April 17, 2015; Charting a Course for the Future - Board Retreat – Executive Summary; May 6, 2015 email from Buck Rhyme regarding proposal