

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –
PROGRAM EVALUATION COMMITTEE**

Thursday, July 19, 2012 – 2:30 P.M.

100 West Keenan Street, Rhinelander, WI 54501

Members Present: Gresser, Hammer, Kortenhof, Price

Members Absent: None

Call to Order: Chair Hammer called the meeting to order at 2:35 P.M. Aging & Disability Resource Center of the Northwoods (ADRC-NW) Board Secretary Bix was also present, and ADRC-NW Regional Manager Parkkila was present for the first portion of the meeting.

Approval of Agenda: Kortenhof moved to approve the agenda with six items; Gresser seconded. All Ayes. Motion Carried.

Review Goals of Program Evaluation Committee: It is necessary to see how the ADRC-NW is running before an evaluation can be done. This must include both State requirements and an evaluation of how the organization is serving our particular area. Emphasis will be placed on how well the ADRC-NW is serving its constituents; this service must be done in an efficient, compassionate manner.

Quality assurance is very important to guarantee consistency. We must standardize the experience so that everyone in the four counties and three tribes will be getting the same result. The regional supervisors and the regional manager must be part of the process, as must be the staff in each satellite office.

Review/Consolidate and Enhance Sample Board Evaluation Tools: The committee then reviewed two board evaluation tools that were provided by Buck Rhyme at a recent Board Training session. These tools will be further developed to correspond with the goals of the ADRC-NW.

Set Next Meeting Date and Place: The next meeting of the Program Evaluation Committee will be in Rhinelander on Thursday, August 16, 2012 at 12:30 P.M.

Adjournment: With no further business, Price moved to adjourn; Gresser seconded. All Ayes. The meeting was adjourned at 3:25 P.M.