

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
EXECUTIVE COMMITTEE  
100 West Keenan Street, Rhinelander, Wisconsin  
Monday, November 12, 2012 – 1:00 P.M.**

**Members Present:** Bix, Millan, Ritchie, Teichmiller

**Members Absent:** Chapman

**Call to Order:** Chair Teichmiller called the meeting to order at 1:03 P.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment and Introductions:** There were none.

**Approval of Agenda:** Ritchie moved to approve the agenda with twelve items; Millan seconded. All Ayes. Motion Carried.

**Approval of Minutes of the October 8, 2012 Executive Committee Meeting:** Millan moved to approve the minutes of the October 8, 2012 Executive Committee meeting; Ritchie seconded. All Ayes. Motion Carried.

**Wisconsin Retirement System Accounts:** The ADRC-NW has been accepted into the Wisconsin Retirement System as of January 1, 2013. We still need clarification as to whether we can make contributions to the System for 2012 and in what amounts.

**Finalize Regional Manager Evaluation Tool:** Ritchie moved to accept the Regional Manager six-month evaluation tool that was presented; Millan seconded. All Ayes. Motion Carried.

**Move to Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility:** Bix moved to move to Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Ritchie seconded. Roll Call: Bix – Yes; Milan – Yes; Ritchie – Yes; Teichmiller – Yes. Yes – 4; No – 0; Absent – 1. The meeting went into closed session at 1:20 P.M.

**Move into Open Session to Consider any Matters from Closed Session:** Millan moved to return to Open Session; Ritchie seconded. All Ayes. Motion Carried. The Committee returned to Open Session at 1:55 P.M.

Millan moved to recommend to the Finance Committee that wage parity be established between the two Disability Benefit Specialists (DBSs). Ritchie seconded the motion. All Ayes. Motion Carried. In order to achieve this the ADRC-NW will have to request that Forest County increase the wage for the DBS employed by that county.

**ADRC-NW Wage Increase:** Bix moved to recommend to the Finance Committee that the four employees of the ADRC-NW receive a 2% raise beginning January 1, 2013 or at the conclusion of their probationary periods. Ritchie seconded. All Ayes. Motion Carried.

**Revised Policy & Procedure – Employee Expense Reimbursement:** Ritchie moved to recommend to the Board of Directors that employees be required to submit their expense reimbursement forms by the end of each month to be reimbursed at the first pay period of the next month. Millan seconded. All Ayes. Motion Carried.

**Revised Policy & Procedure – Employee Benefits:** Currently employees are required to take sick leave and personal time in two-hour segments. Millan moved to recommend to the Board of Directors that it change that policy to allow employees to take sick leave and personal time in quarter-hour segments. Ritchie seconded. All Ayes. Motion Carried.

**Set Next Meeting Date & Place:** The next meeting of the ADRC-NW Executive Committee will be Tuesday, December 4, 2012 at 1:00 P.M. It will be at the 100 West Keenan Street location in Rhinelander.

**Adjournment:** With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 2:09 P.M.

**Handouts:** Minutes of the October 8, 2012 Executive Committee meeting; Regional Manager Evaluation Tool; Policy & Procedure – Employee Expense Reimbursement; Policy & Procedure - Employee Benefits.