

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
Executive Committee Meeting**

**Eagle River Satellite Office – 521 East Wall Street, Eagle River, Wisconsin  
Thursday, March 19, 2013 – 1:00 P.M.**

**Members Present:** Millan, Ritchie. Price was present and due to lack of quorum she was temporarily assigned as a committee member by Millan. Teichmiller arrived at 2:00.

**Members Absent:** Chapman (excused) Bix (excused)

**Call to Order:** Co-chair Millan called the meeting to order at 1:05 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** None

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

**Approval of the Minutes of the February 21, 2013 Executive Committee Meeting:** Milan moved to approve the minutes of the February 21, 2013 Executive Committee meeting; Price seconded. All Ayes. Motion Carried.

**Board Evaluation** – Parkkila shared with Executive Committee recommendations of Program Evaluation Committee that an individual be delegated to create an orientation manual for new and existing board members. The orientation manual would assist board members with having a clearer understanding of their role. In addition a policy and procedure needed to be created related to recruitment of new board members. Millan moved to bring these recommendations to the full board including designating Miki Bix as individual responsible for initiating the development of these materials. Ritchie seconded. All Ayes. Motion Carried.

**ADRC of the Northwoods Bylaws:** After proper notice and review, Millan moved to recommend to the ADRC Board of Directors the following changes to the ADRC-NW Bylaws:

- 1) Quorum: Remove “No per diem will be paid to a Board Member attending a meeting by remote communication.”

- 2) Temporary Committee Assignments: Add “If that Board Member is physically present at the Committee Meeting, that Board Member may be paid a per diem and mileage reimbursement for attendance at that Meeting in accordance with Board Policy regarding Compensation. If that Board Member is not physically present at the Committee Meeting, that Board Member may attend via electronic transmission, being voice or video. In that event, the Board Member may be paid a per diem for attendance at that meeting in accordance with Board Policy regarding Compensation. Mileage Reimbursement will be paid only if the Board Member must travel to a particular location in order to attend the Meeting via electronic transmission.”

Ritchie Seconded. All Ayes. Motion Carried.

**Regional Manager Work Plan:** Parkkila reviewed tool developed in conjunction with Buck Rhyme that outlines goals established by the Board of Directors, Contractual Requirements, and additional projects as a means of communicating with the Board of Directors. The work plan notes goals, target completion date and approach Parkkila will use to accomplish each stated goal. Parkkila requested this be considered as a tool for increasing communication with the ADRC Board and noted plan to further review at up-coming training with Buck Rhyme. No action taken.

**Buck Rhyme Training Goals – 04/02/13:** What does the Board feel good about concerning the operations of the ADRC-NW and the Board? What does the Board feel needs improvement? How well have we worked together? Are we getting the information we need from our meetings? How and where should the Board be involved in advocating for the ADRC-NW? What have we accomplished, and what still needs to be accomplished? It was also felt that goals need to be developed and differentiated for the Regional Manager and the Board and that a strategic plan should be developed. These goals were all derived from recent Board Evaluation and will be included in up-coming training event.

**Information & Assistance Follow Up Policy & Procedure:** This policy was unavailable for review. No Action Taken.

**Long-Term Care Functional Screen Policy & Process:** This policy was unavailable for review. No Acton Taken.

**Future Agenda Items;** Information & Assistance Follow Up Policy & Procedure; Long-Term Care Functional Screen Policy & Process; EBS Wage in-crease in

Forest County, Sustainability of Reception Positions in Crandon and Medford Regional Offices, ADRC of the Northwoods Personnel Policies and Procedures

**Set Next Board Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Executive Committee will be determined at the ADRC Board of Directors meeting on 04/21/13.

**Adjournment:** With no further business, Millan moved to adjourn; Teichmiller seconded. All Ayes. The meeting was adjourned at 2:45 P.M.

**Handouts:** Minutes of the February 21, 2013 Executive Committee meeting; Regional Manager Work Plan, Proposed amendments to the ADRC-NW Bylaws.

Minutes were recorded by Pam Parkkila, Regional Manager, ADRC-NW.