

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE**

Thursday, June 20, 2013 – 11:00 A.M.

Rhinelanders Satellite Office, 100 West Keenan Street, Rhinelanders, Wisconsin

Members Present: Bix, Millan, Teichmiller

Members Absent: Chapman, Ritchie (Excused)

Call to Order: Chair Teichmiller called the meeting to order at 11:07 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Dave Krug, Chair, ADRC-NW Finance Committee.

Public Comment: There was none.

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

Approval of the Minutes of the May 23, 2013 Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the May 23, 2013 Executive/Personnel Committee meeting; Teichmiller seconded. All Ayes. Motion Carried.

Regional Manager Evaluation: This evaluation was scheduled to be done in June or July. It will probably be finished by August. The same format that was used for the one-year evaluation will be used for this one, and a newly developed format will be used for the December evaluation. This evaluation will be done by the Executive/Personnel Committee, plus the Chairs of the Finance Committee and the Program Evaluation Committee. In December, a 360-degree evaluation will be done with the entire Board of Directors, the satellite supervisors, Mary Rideout, Wendell Holt, the two ADRC Specialists from Medford, and the Disability Specialist in Rhinelanders. Goals will be reviewed, as well as progress on the work plan. Bix will send the old evaluation format to the members of the Executive/Personnel Committee and the Chairs of the Finance and Program Evaluation Committees; and Teichmiller will send the evaluation from that is used by the Greater Wisconsin Agency on Aging Resources.

Aging & Disability Resource Center of the Northwoods Board of Directors Meeting Policy: The Committee reviewed the meeting policy. One of the items

calls for a ritual to bring the Board together before addressing the business of the meeting. There was some discussion on what that ritual would be. There was also concern about the phrase “open decision making” not being specific enough. It was thought that this should be expanded to include encouraging all ideas about each issue and attempting to bring everyone’s concern forward to make the strongest decision. It was also felt that an educational component should be included at every meeting. This item will be discussed further at next month’s meeting. No Action Taken.

Employee Handbook/Human Resource Consultant: The Committee reviewed a proposal from Steve Hepstad, a Human Resource Consultant with Richards Benefits & Financial Services, LLP. Hepstad recommended an employee handbook conforming to all current legal obligations the ADRC-NW has to its employees. The cost of this would be \$375.00. He also proposed creating a “more robust” Privacy Policy including forms, checklists, and procedures; and the cost of this would be \$225. Our legal counsel could develop the handbook and the privacy policy; however, their cost per hour is \$180, while Hepstad’s is \$75. Hepstad was recommended to us by Buck Rhyme of RR Consulting as someone who is experienced working in this area for both governmental and non-profit entities. Bix moved to recommend to the full Board of Directors that it approve Hepstad developing an employee handbook and a more robust privacy policy at a cost not to exceed \$600; Millan seconded. All Ayes. Motion Carried. Legal counsel will review the policy developed by Hepstad before implementation.

Marketing Consultant Proposal: The Committee reviewed a marketing proposal and a resume from a potential marketing consultant. This individual would be working at a rate of \$25/hour for an average of 20 hours per week; total cost would be \$16,200. The cost of doing this through an employment agency would be \$33.75/hour. It was also suggested that she contact marketing consultants in the area. This item will be put on next month’s agenda for further discussion. No Action Taken.

Health Insurance Cost Increase: The cost for health insurance for one of the ADRC-NW employees is scheduled to increase as of July 1st by \$312.32/month, an increase of 15%. The Committee asked Parkkila to investigate the possibility of obtaining a comparable policy elsewhere for less cost. She should also find out what the cancellation procedure is for the current policy. Because of the timeline, the ultimate decision on this issue may be through Parkkila, Teichmiller, Finance Committee Chair Krug, and Oneida County Social Services Department Financial Services Manager Rideout.

Future Agenda Items: Regional Manager Evaluation, employee benefit review, Board meeting policy, marketing consultant, health insurance, recruitment manual.

Set Next Meeting Time & Place. This will be determined at the regular Board of Directors meeting.

Adjournment: With no further business, Millan moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 11:58 A.M.

Handouts: Minutes of the May 23, 2013 Executive/Personnel Committee meeting; ADRC-NW Effective Meeting Principles; Recommendations & Proposals for Employee Handbook, Privacy and HIPPA Policy; Marketing Proposal; Marketing Consultant Proposal; Resume Geri Heppe.