

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

Friday, August 9, 2013 – 12:00 Noon

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Millan, Ritchie, Teichmiller (arrived 12:29 P.M.)

Members Absent: Chapman

Call Meeting to Order: Vice-Chair Millan called the meeting to order at 12:02 P.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Dave Krug, Chair ADRC-NW Finance Committee; Ed Hammer, Chair ADRC-NW Program Evaluation Committee. Krug and Hammer were invited to participate in the evaluation process because of their position as committee chairs.

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

Approval of the Minutes of the July 18, 2013 Executive/Personnel Committee: Ritchie moved to approve the minutes of the July 18, 2013 Executive/Personnel Committee meeting; Bix seconded. All Ayes. Motion Carried.

Closed Session: Bix moved to go into Closed Session; Ritchie seconded. Roll Call: Bix – Yes; Hammer – Yes; Millan – Yes; Ritchie – Yes; Chapman – Absent; Teichmiller – Absent. Yes – 4; No – 0; Absent – 2. The meeting went into Closed Session at 12:06 P.M. with Krug and Hammer also in attendance.

Move to Open Session to Discuss any Decisions Made During Closed Session: Hammer moved to return to Open Session; Millan seconded. All Ayes. The committee returned to Open Session at 2:06 P.M. The Committee completed a performance evaluation with the Regional Manager. NO ACTION TAKEN.

Future Agenda Items: The agenda of the next Executive/Personnel Committee has already been set.

Confirm Next Executive/Personnel Committee Meeting Date of August 15, 2013: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Thursday, August 15, 2013 at 11:00 A.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:07 P.M.

Handouts: Minutes of the July 18, 2013 Executive/Personnel Committee meeting; most recent Regional Manager evaluation; blank form for current Regional Manager evaluation; ORCD Contractual Requirements; Regional Manager Work Plan; Regional Manager Self-Evaluation dated August 9, 2013.