

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS -
EXECUTIVE/PERSONNEL COMMITTEE
Thursday, September 19, 2013 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Teichmiller, Kortenhof (substitute), Hammer (substitute), Ritchie (arrived at 11:12 A.M.)

Members Absent: Milan

Call Meeting to Order: Chair Teichmiller called the meeting to order at 11:08 A.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW). To satisfy quorum requirements, Kortenhof and Hammer were appointed temporary members.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the August 15, 2013 Executive/Personnel Committee Meeting: Teichmiller moved to approve the minutes of the August 15, 2013 Executive/Personnel Committee Meeting; Bix seconded. All Ayes. Motion Carried.

Regional Manager Evaluation: The Committee reviewed the recent Regional Manager Evaluation with the Regional Manager. The Employee's own evaluation of her job performance will be included in her evaluation.

Board of Directors Recruitment Package: The Committee reviewed the recruitment package developed and presented by Board Member Bix. Ritchie moved to recommend the recruitment package to the full Board of Directors for approval; Hammer seconded. All Ayes. Motion Carried.

Marketing RFP Recommendation: The Program Evaluation Committee had previously recommended a contract with Kinziegreen after review of all materials and interviews with prospective consultants. The State of Wisconsin is developing television ads for use by all ADRCs in the State. Parkkila plans to share the State-developed marketing materials with Kinziegreen for review and incorporation into the ADRC of the Northwoods Marketing plan. Hammer moved to recommend that

the full Board approve contracting with Kinziegreen as the marketing consultant at a cost not to exceed \$25,000. Ritchie seconded. All Ayes. Motion Carried. Bix moved to request \$45,000 in carryover funds from the Office of Resource Center Development (ORCD) to include the Kinziegreen contract as well as anticipated expenses such as printing, newsletters, television ad time, and the like. Ritchie seconded. All Ayes. Motion Carried. Parkkila will develop a budget of \$45,000 to submit to ORCD in the request for carryover funds.

Employee Grievance Policy & Procedure: The Committee reviewed the proposed Employee Grievance Policy & Procedure: Terminations/Discipline & Workplace Safety and its attachments. This is an addition to current policies, not a replacement. Ritchie moved to approve the Employee Grievance Policy & Procedure: Terminations/Discipline & Workplace Safety with its attachments; Hammer seconded. All Ayes. Motion Carried.

Future Agenda Items: To be determined.

Set Next Executive/Personnel Committee Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Thursday, October 17, 2013 at the Potawatomi location.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 11:55 A.M.

Handouts: Minutes of the August 15, 2013 Executive/Personnel Committee meeting; August 9, 2013 Regional Manager Evaluation; ADRC-NW Board of Directors Recruitment Package; Employee Grievance Policy & Procedure: Terminations/Discipline & Workplace Safety and attachments.