

A meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN EXECUTIVE COMMITTEE will be held at **500 Forest St in the Employee Resources Conference Room, Wausau, WI** on January 19th at **10:00 AM**.

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

AGENDA

1. Call to Order
2. Public Comments
3. Discussion/possible action – Approval of December 8, 2017 Executive Committee minutes
4. Discussion/possible action – ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to WI Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, the review of candidates for the Executive Director of the ADRC of Central Wisconsin.
5. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
6. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk’s Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

FAXED TO WAUSAU DAILY HERALD,
WR TRIBUNE, MARSHFIELD NEWS
HERALD & ANTIGO DAILY JOURNAL
Date_____Time_____AM/PM
By_____

Signed:
Doug Machon
THIS NOTICE POSTED AT THE
COURTHOUSE
Date_____Time_____AM/PM
By _____

Executive Committee Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin
Marathon County Courthouse, Employee Resources, Wausau, Wisconsin
January 19, 2018

Committee members present: Chairman Doug Machon, Jim Hampton and Larry Lebal

Committee members excused/absent: Julie Webb, Jean Doty

Others present: Frank Matel, Marathon County Employee Resources

1. Call to order:
Meeting was called to order by Chairman Doug Machon at 10:00 a.m.
2. Public comments:
No public comments
3. Discussion/possible action – approval of minutes:
Motion to approve December 8, 2017 minutes by Larry Lebal, seconded by Jim Hampton. Minutes approved.
4. Discussion/possible action - ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to WI Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, the review of candidates for the Executive Director of the ADRC of Central Wisconsin. Motion made by Larry Lebal, roll call results, James Hampton-yes, Larry Lebal-yes, Doug Machon-yes.
5. Motion to go back into open session by Larry Lebal, seconded by James Hampton, Motion passed unanimously.
6. Adjournment:
Doug Machon declared the meeting adjourned at 12:40 p.m.

A meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN EXECUTIVE COMMITTEE will be held at **500 Forest St in the Employee Resources Conference Room, Wausau, WI** on February 2, 2018 at 8:00 AM.

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

AGENDA

1. Call to Order
2. Public Comments
3. Discussion/possible action – Approval of December 8, 2017 Executive Committee minutes
4. Discussion/possible action – ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to WI Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, to interview candidates for the ADRC-CW Executive Director position.
5. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
6. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk’s Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

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Executive Committee Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: Marathon County Employee Resources Conference Room, 500 Forest Street,
Wausau, Wisconsin

February 2, 2018-AMENDED

Committee members present:

Others present:

1. Call to order:
 - a. Meeting was called to order, at 8:00 a.m.
2. Public comments:
 - a. No public comments.
3. Discussion/possible action – approval of minutes:
 - a. December 8, 2017
 - b. Motion to approve minutes by Jim Hampton, seconded by Larry Lebal.
Minutes approved.
4. Discussion/possible action – ROLL CALL VOTE TO GO INTO CLOSED SESSION:
 - a. Pursuant to WI Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, to interview candidates for the ADRC-CW Executive Director position.
 - i. Motion to go into closed session by Jim Hampton, seconded by Larry Lebal.
 - ii. Roll call vote: Larry Lebal, Jim Hampton, Doug Machon, and Jean Doty respond “YES.”
 - iii. Session minutes are the responsibility of the Committee Chairman or his designee.
 1. Interviews
 2. Temporary adjournment, 11:30 a.m.
 3. Reconvened, 12:45 p.m.
 4. Interviews
5. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s):
 - a. Motion to return to open session by Jim Hampton, seconded by Larry Lebal. Meeting returned to open session.
6. Adjournment:
 - a. Meeting adjourned, 5:42 p.m.

A meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN EXECUTIVE COMMITTEE will be held at 2600 Stewart Ave, Suite 25, Wausau, WI on February 8, 2018 immediately following the ADRC-CW Board meeting.

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

AGENDA

1. Call to Order
2. Public Comments
3. Discussion/possible action – Approval of February 2, 2018 Executive Committee minutes
4. Discussion/possible action – ROLL CALL VOTE TO GO INTO CLOSED SESSION pursuant to WI Statutes Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility, namely, to review candidates for the ADRC-CW Executive Director position, discuss process and potential offer of hire.
5. Motion to Return to Open Session and Possible Announcement(s) on Closed Session Item(s)
6. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

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A meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN EXECUTIVE COMMITTEE of the BOARD will be held at 2600 Stewart Ave, Suite 25, Wausau, WI on August 23, 2018 at 9:00 AM.

Mission: The Aging and Disability Resource of Central Wisconsin promotes choice and independence through personalized education, advocacy, and access to services that prevent, delay, and lessen the impacts of aging and disabilities in the lives of adults.

In the event of inclement weather this meeting will be held by video conference with public access at the following locations: 300 S. Peach, Marshfield, WI; 607 N Sales, Merrill, WI; 1225 Langlade Rd, Antigo, WI; 220 3rd Ave So, WI Rapids, WI;

To ensure availability of video conferencing capabilities, advance notice needs to be made to the desired office location: Antigo 627-6232, Marshfield 384-8479, Merrill 536-0311, WI Rapids 421-0014.

AGENDA

1. Call to Order
2. Public Comments
3. Discussion/possible action – Approval of Executive Committee Minutes for February 8, 2018; February 2, 2018; and December 8, 2017.
4. Discussion/possible action – Board Governance including but not limited to role clarity, organizational communication and exploration of consent agendas.
5. Future Agenda Items
6. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk’s Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

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Executive Committee Meeting Minutes

Aging and Disability Resource Center of Central Wisconsin

Location: ADRC-CW Wausau Office, 2600 Stewart Avenue, Wausau, WI 54401

Thursday, August 23, 2018

Committee members present: Chairman: Doug Machon, Vice Chair: Jim Hampton, Treasurer: Larry Lebal, and Jean Doty

Committee members excused: Secretary: Vern Cahak

1. Call to order: The meeting was called to order by Chairman Doug Machon at 9:05 am.
2. Public Comments: None.
3. Discussion/possible action – Approval of minutes:
 - a. February 8, 2018 – No Executive Committee took place. All issues were discussed and addressed during the full board meeting on February 8, 2018.
 - b. February 2, 2018 – Motion to approve minutes by Larry Lebal, seconded by Jim Hampton. Minutes approved with the addition of the following omitted information:
 - i. Committee members present: Doug Machon, Jim Hampton, Jean Doty, and Larry Lebal.
 - ii. Excused: Julie Webb.
 - iii. Others in attendance: Board members, Dona Schwichtenberg and Sharon Rybecki. Sue Fox, Employee Resources Specialist, Marathon County Employee Resources.
 - c. December 8, 2018 – Motion to approve minutes by Larry Lebal, seconded by Jim Hampton. Minutes approved.
4. Discussion/possible action – Board Governance:
 - a. Jonette Arms will work with Executive Committee and Leadership Team to schedule a daylong board retreat.
 - b. Executive Committee is in support of working with the executive director to develop a comprehensive new board member orientation.
 - c. Clarified role of how issues should be brought before the Executive Committee for review and discussion – refer to Board Policy Manual, Section II. Subject: ADRC-CW Board Executive Committee.
 - d. By consensus of Executive Committee members, the September 13, 2018 meeting of the ADRC-CW Board of Directors is canceled due to the absence of the Board Chair, several other board members and the executive director. All business of the ADRC-CW Board will be conducted at the scheduled October 11, 2018 meeting.
 - e. Parliamentary law was discussed to ensure as needed procedures will be implemented during ADRC-CW Board meetings.
5. Future Agenda Items: None
6. Adjournment: Seeing no other business to come before the committee, Doug Machon declared the meeting adjourned at 11:15 am.

A meeting of the AGING & DISABILITY RESOURCE CENTER OF CENTRAL WISCONSIN EXECUTIVE COMMITTEE of the BOARD will be held at 2600 Stewart Ave, Suite 25, Wausau, WI on December 20, 2018 at 9:30 AM.

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To ensure availability of video conferencing capabilities, advance notice needs to be made to the desired office location: Antigo 627-6232, Marshfield 384-8479, Merrill 536-0311, WI Rapids 421-0014.

AGENDA

1. Call to Order
2. Public Comments
3. Discussion/possible action – Approval of Executive Committee Minutes for August 23, 2018
4. Discussion/possible action – Review the Process and Policy of the Executive Directors Review
5. Future Agenda Items
6. Adjournment

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715-261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

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Doug Machon
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Date _____ Time _____ AM/PM
By _____

Executive Committee Meeting Minutes

Aging & Disability Resource Center of Central Wisconsin

Location: ADRC-CW Wausau office, 2600 Stewart Avenue, Wausau, Wisconsin

December 20, 2018

Committee members present: Chairman Doug Machon, Jim Hampton, Larry Lebal, Vern Cahak, and Jean Doty

Others present: Angela Hansen

1. Call to order:
 - a. Meeting was called to order by Chairman Doug Machon, at 9:30 am.
2. Public comments:
 - a. Jim Hampton states he has to leave by 11:30 am.
3. Discussion/possible action – Approval of Executive Committee Minutes for August 23, 2018:
 - a. Jim Hampton offers correction: Vern Cahak is listed as the secretary in error. The secretary is Larry Lebal.
 - b. Motion to approve minutes with correction by Jean Doty, seconded by Larry Lebal. Minutes approved.
4. Discussion/possible action – Review the Process and Policy of the Executive Director’s Review:
 - a. The ADRC-CW is revising the timeline and pay for performance forms to be in line with the Marathon County system.
 - i. Does the Executive Committee want to align the Director’s review with the same timeline and forms?
 - b. The current Director review process includes surveys that are distributed to the ADRC-CW staff, leadership, Advisory Committee, and board.
 - i. Jean Doty stated the surveys were subjective and not necessarily useful in the evaluation process and suggested possible changes.
 - ii. Jim Hampton supported the surveys and suggested including an additional survey for community partners. He further added that the board policy *Board Expectations of Executive Director* is in line with the questions on the surveys.
 - iii. Both Jean Doty and Jim Hampton offered discussion on 360 degree performance reviews.
 1. Jean Doty states her experience with 360 degree reviews include all direct reports and only a sampling of the rest of the population who have contact with the person being reviewed. She also questions whether the total population being surveyed by for the Director’s review would be aware of the goals and could answer the survey questions confidently.

2. Jim Hampton states the surveys are reflective of the board's expectations from the director and the benefits of multiple viewpoints. He also pointed out Jean Doty, Vern Cahak, and Angela Hansen were new to the process and were not familiar with the history of the process.
- iv. Larry Lebal saw the benefits of simplifying the review process and obtaining several views from the various stakeholders.
- v. Angela Hansen stated the board policy: *Executive Director Performance Review Process* does not call for any ADRC-CW staff involvement, "the Executive Committee will distribute the various surveys...the Executive Committee will receive the compiled survey results." If called upon to assist in this matter the surveys would have to be deployed electronically.
 1. Electronic deployment is more efficient and cost effective.
- c. The committee agreed by consensus to continue using the surveys, using the same questions as they are for this year's review.
- d. Doug Machon called Marathon County Employee Relations for information and assistance in compiling the survey data. He spoke with Trista Murphy.
 - i. Motion to give Angela Hansen the authority to work with Trista Murphy in setting up the electronic surveys and timeline by Jim Hampton, seconded by Larry Lebal. Motion approved.
 - ii. Angela Hansen will get in touch with Trista Murphy and report back to the chairman on the timeline.
5. Future Agenda Items:
 - a. Board policy review: *Executive Director Performance Review Process*
 - b. Next meeting: January 10, 2019 immediately following the ADRC-CW board meeting. ADRC-CW Wausau office, 2600 Stewart Avenue.
6. Adjournment:
 - a. Meeting adjourned by Doug Machon at 10:27 am.