

Aging and Disability Resource Center (ADRC)

Development Council Meeting

Tuesday, Dec 16, 2008, 9:00 am

Polk Co. Gov. Center

Room G703B

(ground floor south end bldg)

(It is planned to meet until mid afternoon if agenda necessitates)

Public is Welcome

**Agenda**

Approval of agenda

Approval of minutes from December 2, 2008

Introductions

Citizen Board Member appointments

Selecting staggered terms of board members

Election of officers

Application process update

Staff recruitment & hiring process

    Director

    Position postings

Budget

    Elder Benefit Specialist funding

Timeline review

Readiness Checklist review

    Define priority items, develop work plans, tasks, timelines,  
    staff assignments

Review polices & procedures required at start-up

Scope of Service Document

Inter-Governmental Agreement review

Organizational chart

Position descriptions

Future agenda Items

Future meeting dates & locations

    December 30, 2008, 9:00 am, Polk County

This meeting is open to the public according to Wisconsin State Statute 19.83. Persons with disabilities wishing to attend and/or participate are asked to notify the County Clerk's office at least 24 hours in advance of the scheduled meeting time so all reasonable accommodations can be made. Requests are confidential.