

**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
Government Center
Room: 160/Co. Board Rm
Siren, WI
December 4, 2009
9:00am**

Public is welcome.

AMENDED AGENDA

Call to Order

Approval of Agenda

Approval of Minutes from October 26, 2009, Board Meeting

Public comments

Staff presentation: Barb Engelhart

Director's report

Siren Office Signage/Entrance

Appointment of Crystal Peterson to the Personnel Committee

Budget Report

Review of Non-Represented Performance Review Process for Department Heads and
Distribution of Performance Evaluation Materials

Purchase Requests

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn

Eldon Freese, Chair
Laura Neve, Director

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.

AGING AND DISABILITY RESOURCE CENTER
Finance Committee Meeting
Government Center
Room: 165
Siren, WI
December 4, 2009
8:30am

Public is welcome.

AGENDA

Call to Order

Approval of Agenda

Public comments

Nomination of Committee Chair

Budget Report

Purchase Requests

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn

Eldon Freese, Chair
Laura Neve, Director

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**AGING AND DISABILITY RESOURCE CENTER
Personnel Committee Meeting
Government Center
Room: 160/Co Board Room
Siren, WI
December 4, 2009
8:30am**

Public is welcome.

AMENDED AGENDA

Call to Order

Approval of Agenda

Public comments

Nomination of Committee Chair

Expectations of Committee

Discussion of Non-Represented Performance Review Process for Department Head

DBS share with Washburn County

Committee comments

Future Agenda items

Future meeting dates and locations

Adjourn

**Eldon Freese, Chair
Laura Neve, Director**

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**AGING AND DISABILITY RESOURCE CENTER
BOARD MEETING
BURNETT COUNTY GOV'T CENTER
Room 160/Co. Board RM
December 4, 2009**

Members Present: Eldon Freese, Mary Poretti, Dick Klawitter, Mary Martin, Maxine Holmes, Pat Schmidt, Lynn Schauls, Crystal Peterson, Larry Jepsen, Ardyce Knauber and Shirley Sandquist. Diane Stoneking was not present.

Others Present: Laura Neve, Louann Novak and Barb Engelhart

Call to Order by Chairman Eldon Freeze at 9:00am.

Approval of Agenda – motion by: Mary Martin and seconded by: Larry Jepsen motion carried.

Approval of Minutes from October 26, 2009 with the correction that Lynn Schauls left at 11:30am not 10:30am as stated. Motion to approve by Mary Martin and seconded by Larry Jepsen, motion carried.

Barb Engelhart was present and talked about a success story that she worked on.

Director's Report:

Annual Report to State completed and sent in.

Lynn suggested ordering printed folders for Marketing.

Signage/Entrance: Siren Office

Laura passed out a couple of options for making the door handicapped accessible.

Motion made by Larry Jepsen and seconded by Mary Martin to go with option 1, motion carried.

Budget Report:

Laura went over the budget report.

Motion made by Mary Martin and seconded by Crystal Peterson to reimburse Burnett County for the expenses accrued for setting up the ADRC, motion carried.

Motion made by Mary Martin and seconded by Dick Klawitter to order furniture and office supplies/equipment, and marketing as outlined on report, motion carried.

Motion made by Mary Martin and seconded by Larry Jepsen to give Laura the okay to make any decision on signage for Balsam Lake and Siren, motion carried.

Appointment of Crystal Peterson to the Personnel Committee:

Motion made by Larry Jepsen and seconded by Pat Schmidt to approve Chrystal Peterson to the personnel committee, motion carried.

Review of Non-Represented Performance Review Process for Department Heads and Distribution of Performance Evaluation Materials:

All board members received packets to go over and review on Laura's job performance. Read and fill out at home and mail to Mary Poretti at 25805 E Bass Lake Drive, Webster, WI 54893.

Break at 10:30am
Resumed at 10:42am

Committee Comments:

Elden talked about a letter he received from GWAAR on in Kenosha there is a pilot starting up for the ADRC to help with Veterans.

The Finance and Personnel Committees will serve as the Executive Board.

The executive board will meet with Laura after next month's meeting.

Future meeting dates and locations:

St Croix Tribal Health Center, Hertel, WI, January 15, 2009 10:00am.
Mary Martin will be excused from this meeting.

Adjourn: A motion was made by Larry Jepsen, seconded by Lynn Schauls, to adjourn the meeting; motion carried. Meeting was adjourned at 10:59 a.m.

**ELDON FREESE, CHAIR
LAURA NEVE, DIRECTOR**

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**AGING AND DISABILITY RESOURCE CENTER
PERSONNEL AND FINANCE
COMMITTEE MEETING
BURNETT COUNTY GOV'T CENTER
Room 160/Co. Board RM
December 4, 2009**

Members Present: Eldon Freese, Mary Poretti, Pat Schmidt, Larry Jepsen and Crystal Peterson came at 8:45am.

Others Present: Laura Neve

Call to Order by Chairman Eldon Freeze at 8:35am.

Nomination of Committee Chair:

Personnel Committee:

Mary Poretti – Chair

Crystal Peterson – Vice Chair

Finance Committee:

Larry Jepsen – Chair

Diane Stoneking – Vice Chair

Discussion on Non-Represented Performance Review Process for Department Head:

Discussion of process on how to do Laura's review.

DBS share with Washburn County:

Put on future agenda items

Future agenda items:

- DBS share with Washburn County

Future meeting dates and locations:

St Croix Tribal Health Center, Hertel, WI, January 15, 2009 9:00am.

Adjourn: The Meeting was adjourned at 9:00am.

**ELDON FREESE, CHAIR
LAURA NEVE, DIRECTOR**

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