

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL AND  
POLICY COMMITTEE**

**October 21, 2011**

**PRESENT:** Tom Diedrick, Pat Finder-Stone, Libbie Miller, Keith Pamperin,  
Lisa VanDonsel (By Phone)

**ALSO PRESENT:** Sunny Archambault

Members began the meeting with the Pledge of Allegiance.

The meeting was called to order at 1:30 p.m. on Friday, October 21, 2011 by Chairperson Diedrick.

**ADOPTION OF AGENDA:** Ms. Finder-Stone moved to adopt the agenda. Mr. Pamperin seconded.  
**Motion Carried.**

**NOTICE OF DIRECTORS RETIREMENT IN 2012:** Mr. Pamperin moved to accept and forward to board.  
Ms. Miller seconded. **Motion Carried.**

**APPROVAL OF MINUTES:** Ms. Finder-Stone moved and Mr. Pamperin seconded to approve the  
minutes of the August 18, 2011 meeting. **Motion Carried.**

**RECOMMENDATION TO IMPLEMENT SUCCESSION PLAN:** After reviewing the succession plan, the  
committee decided to implement the internal recruiting procedures to fill the director position that will  
be available next year. In keeping with agency policy, ADRC employees will be notified of the future  
opening and will have the opportunity to indicate their interest in this position. Qualified candidates will  
meet with representatives from the Personnel Committee for its consideration. The Personnel  
Committee will bring its recommendation to the Board of Directors at its meeting on December 1, 2011.  
Mr. Pamperin so moved. Ms. Miller seconded. **Motion carried.**

Ms. Archambault noted that the responsibilities of the director's position had substantially changed over  
the last five years and recommended that the position be re-evaluated. She added that several staff had  
also requested a review of their positions and that it made sense to review these positions at the same  
time. There was consensus that Ms. Archambault pursue this matter further.

**REVISIONS TO EMPLOYEE HANDBOOK:** Revisions for review included: flexible time for non-exempt  
employees; work week; recording work hours; mileage and travel reimbursement; personal time off;  
funeral leave; and mandatory trainings. In addition, Ms. Archambault distributed a proposed staff  
parking policy which detailed guidelines that assure maximum parking for consumers and that parking  
choices do not affect work responsibilities. Mr. Pamperin moved to recommend that the board approve  
the policy changes to the Employee Handbook and the parking policy as presented. Ms. Finder-Stone  
seconded. **Motion Carried.**

**CONCEALED CARRY POLICY:** MS. Archambault stated that the county board sent its draft policy back to committee for review. It was decided that we should wait until the county adopted a policy and that we follow its lead.

**ANNOUCEMENTS:** None.

**ADJOURN:** Ms. VanDonsel moved to adjourn. Ms. Miller seconded. Meeting adjourned at 2:20 p.m.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Sunny Archambault". The signature is written in black ink and is positioned above the printed name.

Sunny Archambault