**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS**

**EXECUTIVE/PERSONNEL COMMITTEE**

**Friday, January 05, 2018 – 10:30 A.M.**

**100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Bix, Cushing, Millan

**Member(s) Absent:** Tuckwell (excused) (NOTE: There is one vacancy on the Executive/Personnel Committee.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 10:30 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); David Krug & Paula Dubiak, ADRC-NW Board Members; Melissa McLaughlin, CPA, Wipfli, LLC; Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services; Joel Gottsacker, Assistant Director, Oneida County Department on Aging. Andy Phillips joined the meeting by telephone at 10:43 A.M. and left at 10:55 A.M.

**Public Comment & Introductions:** There were none.

**Approval of Agenda:** Cushing moved to approve the agenda with ten items; Bix seconded. All Ayes. Motion Carried,

**Approval of December 15, 2017 Executive/Personnel Committee Minutes:** Cushing moved to approve the minutes of the December 15, 2017 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

**Approval of Civil Rights Compliance Letter of Assurance:** After review, Cushing moved to recommend approval of the Civil Rights Compliance Letter of Assurance to the full Board of Directors; Bix seconded. All Ayes. Motion Carried.

**Planning for Restructuring of the ADRC of the Northwoods:** The ADRC-NW attorney Andy Phillips joined the meeting at this time. He stated that the ADRC-NW should have a representative of each entity currently in the ADRC-NW involved in the discussions for restructuring. At this time the Potawatomi Tribe has an appointed board member who has only attended two meetings, and those were in February and April 2017. There is no currently appointed member of the Lac du Flambeau Tribe. Poe has been talking with both the Lac du Flambeau and the Potawatomi but has not been successful in getting consistent representation at this time. The Sokaogon Chippewa (Mole Lake) Tribe has a current member who regularly attends meetings.

Phillips advised the Committee that the ADRC-NW should reorganize as a 66.03.01 entity instead of the current long-term care district. Originally, the Potawatomi Tribe did not wish to enter into a 66.03.01 for fear of indemnity and that was why the ADRC-NW was organized as a long-term care district. If the ADRC-NW re-organized as a 66.03.01 entity, it could establish its rules from scratch. However, the counties and tribes that wish to participate would all have to approve the new governing documents establishing the 66.03.01 entity before the changeover could take place.

There is currently some confusion about whether Vilas County will remain in the ADRC-NW since it appears that it cannot establish a workable budget with the funds it would have available. The ADRC-NW has received conflicting communications concerning their intentions, although they have passed a resolution opting out of the ADRC-NW.

Phillips offered to talk with legal counsel of each of the entities to get things moving. He would like Chair Millan to follow up also. Phillips feels it is imperative to have the 66.03.01 entity ready to function immediately upon dissolution of the long-term care district. First, there must be a commitment from all counties and tribes that wish to remain. Then an agreement must be worked out, and each county board and tribal council must approve the dissolution of the long-term care district and establishment of the 66.03.01 entity. The dissolution can only take place if there is an entity in place to provide continued services to all customers.

Phillips will work on establishing the actual procedure to be followed. He will also prepare a draft for the Committee to review. He will email this draft to Poe who will in turn email it to Committee Members. The Committee will have a special meeting at 1:00 P.M., January 18th, to review the information.

Attorney Phillips left the meeting at this point.

Cushing moved to have Regional Manager Poe and Secretary Bix write a letter requesting that Oneida County transfer the ADRC-NW Disability Benefit Specialist position to Oneida County so that part of the restructuring process is completed. Bix seconded. All Ayes. Motion Carried. The ADRC-NW will continue to pay all wages and benefits until such time as the dissolution takes place.

**Finalize Regional Manager Performance Evaluation:** Bix moved to recommend to the full Board of Directors that it accept the Regional Manager Performance Evaluation and grant the Regional Manager the appropriate wage increase retroactively to November 24, 2017, the six-month anniversary of employment; Cushing seconded. All Ayes. Motion carried.

**Approval of Addendum A to Fiscal Agent Contract:** After review, Bix moved to recommend to the full Board of Directors that it approve Addendum A to the Fiscal Agent Contract. This addendum provides for payment of $1500/month for fiscal agent services from Oneida County. Cushing seconded. All Ayes. Motion Carried.

**Future Agenda Items:** Restructuring of the ADRC-NW

**Adjournment:** With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 11:00 A.M.

**Handouts:** Minutes of the December 15, 2017 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; Civil Rights Compliance Letter of Assurance; Addendum A to the Fiscal Agent Contract.