

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, February 02, 2018 – 10:30 A.M.
300A South Lake Avenue, Crandon, WI 54520**

Members Present: Bix, Cushing, Millan

Member(s) Absent: Tuckwell (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 10:30 A.M. Also present was Terese Poe, Aging & Disability Resource Center of the Northwoods (ADRC-NW) Regional Manager.

Public Comment & Introductions: There were none.

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

Approval of the January 5, 2018 & January 18, 2018 Executive/Personnel Committee Minutes: Cushing moved to approve the minutes of the January 5, 2018 and January 18, 2018 Executive/Personnel Committee meetings. Millan seconded. All Ayes. Motion Carried.

Restructuring Update: Two resolutions were reviewed by the Committee: 1) to have Taylor County make a one-time, no-interest loan of \$90,000 to the ADRC-NW for the purpose of assisting with cash flow issues caused by state reimbursement policies; 2) to restructure the ADRC-NW without Oneida and Vilas Counties. Slight modifications of the resolutions were suggested. These will be incorporated before the next ADRC-NW meetings and voted on at that time. No Action Taken.

Approval of Hiring of a Limited-Term Employee Receptionist for the Crandon Office: The Administrative Assistant in the Crandon office is going on maternity leave. The previous time this happened, Forest County hired a limited-term employee at minimum wage for the duration of the leave. After review, Cushing moved to recommend to the full Board of Directors that it hire a limited-term employee until the Administrative Assistant returns to work. Hours and duties of the position to be determined by the Regional Manager. The motion went on to approve the job description as presented. Bix seconded the motion. All Ayes. Motion Carried. The position will not go over 1200 hours annually.

Discussion of Insurance Options: The current carrier, LBS, is leaving the commercial policy field. Poe is looking for a replacement carrier. The current premium is approximately \$2,600 per year, and the policy expires on March 19th. No Action Taken.

Discussion of Donating PTO Time by ADRC-NW Employees: Personal Time Off (PTO) encompasses sick leave, personal days, and vacation days. Currently the ADRC-NW does not have a policy to allow employees to donate their unused PTO to another employee. Committee Members were asked to consider several items before the next meeting: How long does an employee have to be on leave before other employees may donate PTO time to them? Does the leave have to be Family Medical Leave? How many days or what percentage of PTO days can an employee donate? No Action Taken.

Future Agenda Items: Board Member terms; restructuring; insurance options; hiring Limited-Term Employee as Receptionist for the Crandon office; donation of PTO time section to be added to the ADRC-NW Employee Handbook; bylaw clarification regarding quorum reimbursement

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 11:17 A.M.

Handouts: Minutes of the January 5, 2018 and January 18, 2018 Executive/Personnel Committee meetings; Resolution of the Taylor County Board of Supervisors to Approve Funding the Aging and Disability Resource Center (ADRC) of the Northwoods; Resolution for the Reauthorization of the Aging and Disability Resource Center (ADRC) of the Northwoods; Aging & Disability Resource Center Limited-Term Employee Position Description.