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

**EXECUTIVE/PERSONNEL COMMITTEE**

**Friday, May 4, 2018 – 11:00 A.M.**

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

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

**Member(s) Absent:** None (NOTE: There is one vacancy on the Executive/Personnel Committee.

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:00 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Paul Dubiak, Member, ADRC-NW Board of Directors. Joel Gottsacker, Assistant Director, Oneida County Department on Aging, arrived at 11:06 A.M.

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

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

**Approval of the April 6, 2018 Executive/Personnel Committee Minutes:** Tuckwell moved to approve the minutes of the April 6, 2018 Executive/Personnel Committee meeting; Cushing seconded. All Ayes. Motion Carried.

**Board Composition & Term Extensions:** Discussion was held on Term Extensions and Committee Composition for the ADRC-NW Board of Directors. Cushing moved to recommend the following to the full Board of Directors: Executive/Personnel Committee – Millan, Cushing, Bix, Tuckwell; Finance Committee – Ackley, Kressin, Dubiak, Lemke, Price; Program Evaluation – Hammer, Gresser, Pemma, Tallier, Cobb. The motion went on to recommend extension of the terms of Bix, Dubiak, and Price through December 31, 2020. Tuckwell seconded. All Ayes. Motion Carried.

**Transfer of Fiscal Agent Duties to Wipfli:** In order to move the Fiscal Agent contract from Oneida County to Wipfli, the ADRC-NW must give Oneida County a 60-day notice. Wipfli will need training from the State for CARS and time reporting, and so Poe feels the 60-day notice should not be given until June 1. Bix moved to recommend to the full Board of Directors that it provide Oneida County with the 60-day notice of termination of contract for fiscal agent services on June 1, 2018; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Unpaid Leave Policy:** An ADRC-NW employee recently moved from maternity leave status to unpaid leave status. She has used up all vacation, personal days and sick leave. The question is whether the ADRC-NW should bill her for benefits now that her paid benefits have run out or wait until she returns to work. Cushing moved to recommend to the full Board of Directors that it establish a policy to bill employees for their benefits as soon as their paid time off runs out. Bix seconded. All Ayes. Motion Carried.

**Approval of Credit Card Policy:** The current Credit Card Policy covers use of a prepaid credit card. Associated Bank does not have prepaid credit cards. Cushing moved to recommend to the full Board that it adopt the revised Credit Card Policy & Procedure to reflect the use of a regular credit card rather than a prepaid credit card. The Regional Manager will be the keeper of the card. Tuckwell seconded. All Ayes. Motion Carried.

**Restructuring Update:** ADRC-NW received the requested $90,000 from Taylor County which, in conjunction with the monies received from Forest County, should eliminate the cash flow issues. Oneida County has announced that they will not take over the Disability Benefit Specialist (DBS) position until their application is approved by the State. Since the person currently in that position is not an Oneida County employee, they will do an open job advertisement, and the current DBS may not be hired. The DBS has a very large work load and many deadlines to meet, so this may be a problem for her clients. After June 15, the State will start working with Oneida County and Vilas County to get their applications in order. The tribes will probably not decide until August or September whether they will go on their own or stay with the ADRC-NW. This makes it harder for the ADRC-NW to complete its state application.

**Future Agenda Items:** Restructuring. Others as needed.

**Adjournment:** With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 11:13 A.M.

**Handouts:** Minutes of the April 6, 2018 Executive/Personnel Committee meeting; Employee Handbook Section 4.9 “Personal Leave of Absence” and Section 4.10 “Medical/Maternity/Parental Leave”; Credit Card Policy & Procedure.