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

**EXECUTIVE/PERSONNEL COMMITTEE**

**Friday, September 1, 2017 – 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 11:01 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Heidi Chavez (Brown), Finance Technician, Oneida County Social Services Department.

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

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

**Approval of the Minutes of the August 11, 2017 and August 23, 2017 Executive/Personnel Committee Meetings:** Cushing moved to approve the minutes of the August 11, 2017 and August 23, 2017 Executive/Personnel Committee meetings; Tuckwell seconded. All Ayes. Motion Carried.

**Fiscal Agent Contract Update:** This issue is on the Forest County Board of Supervisors agenda for their consideration in October. Wipfli has given us a quote of $625/month ($7,500 annually) to do payroll for the ADRC-NW employees. Oneida County, our current Fiscal Agent, would like the ADRC-NW to advance funds for the payroll for all the ADRC-NW employees. This would not include the county employees performing ADRC services in their respective counties. No Action Taken.

**Budget Planning for 2018:** Several iterations of a 2018 Budget were reviewed by the Committee. Satellite office budgets are due to be submitted as of September 8. No Action Taken.

**Consider Funding of Part-Time Receptionist in Taylor County:** Poe believes the ADRC-NW should have a part-time receptionist in Medford. The cost would be $17,500 annually. The money has been put in all tentative 2018 ADRC -NW budgets. This item awaits action by the Taylor County Personnel Committee.

**May convene in Closed Session pursuant to Wis. Stat. 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a Closed Session. Specifically, to consider organizational structure and integration of Oneida/Vilas County’s Departments on Aging and ADRC services.** The Committee did not go into Closed Session for this item.

**May convene, or remain, in Closed session pursuant to Wis. Stat. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to review performance evaluations of staff members.** Cushing moved to go into Closed Session; Tuckwell seconded. ROLL CALL: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No – 0. **The Committee went into Closed Session at 11:36 A.M.**

**The Committee will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session.** Cushing moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 11:50 A.M.** Cushing moved to send a letter to Vilas and Oneida Counties informing them that the ADRC-NW will not be releasing them from their responsibilities with the ADRC-NW until January 1, 2019. Tuckwell seconded. All Ayes. Motion Carried. Cushing moved to approve raises as follows: Steinman to Level Three of the Wage & Salary Matrix for her position as of the pay period in which her anniversary occurred; McMurry and Nuernberger to the Top Level of the Wage & Salary Matrix for their position as of the August 28, 2017 pay period. Tuckwell seconded. All Ayes. Motion Carried.

**Regional Manager Updates:** This report will be given at the Board of Directors meeting.

**Letters & Communications:** This item will be presented at the Board of Directors meeting.

**Future Agenda Items:** Review of Job Descriptions. Other items as needed. A Joint Meeting of the Executive/Personnel and Finance Committees will be held on September 15, 2017 at 1:00 P.M. in Rhinelander to discuss the 2018 Budget.

**Adjournment:** The next regularly scheduled meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, October 6, 2017 at a time to be determined. It will be in Rhinelander. With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 11:53 A.M.

**Handouts:** Minutes of the August 14, 2017 and August 23, 2017 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meetings; 2018 ADRC of the Northwoods Budget Worksheet with all current members; 2018 ADRC of the Northwoods Budget Worksheet without Oneida and Vilas Counties; 2018 ADRC Budget – Total Wages/Fringe at 0% Wage Increases with all current members; 2018 ADRC Budget – Total Wages/Fringe at 0% Wage Increases without Oneida and Vilas Counties.