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

**JOINT EXECUTIVE/PERSONNEL & FINANCE COMMITTEES**

**Friday, September 15, 2017 – 1:00 P.M.**

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

**Members Present:** Bix, Cushing, Kressin, Krug, Millan, Platner, Tuckwell

**Member(s) Absent:** Dubiak (NOTE: There is one vacancy on the Executive/Personnel Committee and one on the Finance Committee.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 1:00 P.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods; Angela Beauchaine, Financial Services Supervisor, Oneida County; Joel Gottsacker, Assistant Director, Department of Aging, Oneida County.

Approval of the Agenda: Cushing moved to approve the amended agenda with the addition of “Discussion on Forest County Elderly Benefit Specialist to be a Contracted Position with the ADRC of the Northwoods”; Bix seconded. All Ayes. Motion Carried.

**Budget 2018:** Lac du Flambeau would like to go with the same budget allocation as last year, and Poe had suggested to all partners that they go with the same budget allocation as last year.

Discussion on the receptionist position in Taylor County: Should the ADRC-NW fund the 15-hour-per-week position as our employee instead of Taylor County’s employee? Bix suggested going with 20 hours per week and having that person be an employee of the ADRC-NW. Poe will be meeting with the Budget Review Committee in Taylor County on September 18th and will discuss the position A receptionist job description will be reviewed.

Pay increases for ADRC-NW employees: The Consumer Price Index (CPI) is 1.8%, and the Committee felt that the ADRC-NW employees should get a raise equal to that amount for 2018. This would increase the 2018 budget by approximately $7,700, and this would still be within the proposed budget.

**Discussion on Forest County Elderly Benefit Specialist to be a Contracted Position with the ADRC of the Northwoods:** Poe was contacted by Commission on Aging (COA) Director Queen from Forest County to possibly have the ADRC-NW take on the Elderly Benefit Specialist. There are several issues to be worked out before a decision on this matter can take place.

**Recommendation to the Board Concerning 2018 Budget:** The ADRC-NW 2018 Budget must be completed in time for the November 2017 Board Meeting. A figure of 40% for the time reporting capture rate will be used for budgeting purposes, and a 1.8% CPI wage increase for all employees will be included. We will wait on the elderly benefit specialist and receptionist positions until further information is collected.

**Adjournment:** With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 1:39 P.M.

**Handouts:** ADRC of the Northwoods Average Yearly Time Reporting; 2018 ADRC of the Northwoods Budget Worksheet Salaries and Fringes; 2018 ADRC of the Northwoods Budget Worksheet.