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

**EXECUTIVE/PERSONNEL COMMITTEE**

**Friday, December 15, 2017 – 10:30 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 10:30 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Tammy Queen, Director, Forest County Commission on Aging; Melissa McLaughlin, CPA, Wipfli LLC.

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

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

**Approval of November 3, 2017 Executive Minutes:**   Tuckwell moved to approve the minutes of the November 3, 2017 Executive/Personnel Committee meeting; Cushing seconded. All Ayes. Motion Carried.

**Approval of Letter of Engagement RE: WIPFLI Payroll Services:** After review, Cushing moved to recommend to the full Board of Directors that it approve the Letter of Engagement with WIPFLI, LLC for payroll services; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Intergovernmental Cooperation Agreement RE: Part Time Receptionist in Taylor County:** Cushing moved to recommend to the full Board of Directors that it approve the Intergovernmental Cooperation Agreement with Taylor County for partial payment for a receptionist; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of MOU with Forest County RE: Elder Benefit Specialist Becoming an ADRC of the Northwoods Employee:** After review, Cushing moved to recommend to the full Board of Directors that it accept the Forest County Elder Benefit Specialist as an ADRC-NW employee; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Administrative Support Staff Pay Scale:** After review, Cushing moved to upgrade the Administrative Assistant position to Step 8 on the pay scale due to previous work experience. Tuckwell seconded. All Ayes. Motion Carried.

**May convene in closed session pursuant to Sec. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility.  Specifically, 1) The pay scale for an incoming Forest County employee; 2) Review performance evaluation of a staff member; 3) Regional Manager performance evaluation.** Cushing moved to go into Closed Session pursuant to sec. 19.85 (1) (c); Bix seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No - 0. **The Committee went into Closed Session at 10:34 A.M.**

**The committee will 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 10:56 A.M.**  The pay scale item for an incoming Forest County Employee was handled in Open Session under “Approval of Administrative Support Staff Pay Scale” above. Cushing moved to place Jason Kirker, ADRC Specialist, in Step 6, the midpoint, of the pay scale; Bix seconded. All Ayes. Motion Carried. The Performance Evaluation of the Regional Manager was performed but will be finalized at the January meeting of the Executive/Personnel Committee.

**Future Agenda Items:** Finalization of the Regional Manager Performance Evaluation. Other items as needed.

**Adjournment:** With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 10:58 A.M.

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee November 3, 2017 meeting; Letter of Engagement, Wipfli LCC payroll services; Intergovernmental Cooperation Agreement for Administrative Assistant Services, Taylor County; Memorandum of Understanding for Elder Benefit Specialist; ADRC of the Northwoods 2017 Pay Scale; Employer Performance Review – Kirker; Regional Manager Performance Review.