

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
EXECUTIVE/PERSONNEL COMMITTEE  
Friday, May 12, 2017 – 10:30 A.M.  
100 West Keenan Street, Rhinelander, WI 54501**

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

**Members Absent:** Tuckwell (excused). (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 Chuck Sekel, Director, Forest County Department of Social Services & Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Dianne Jacobson, Director, Oneida County Department on Aging; Sue Richmond, Director, Vilas County Commission on Aging; Melissa McLaughlin, Certified Public Account, Wipfli LLP.

**Public Comment & Introductions:** Introductions were made.

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

**Approval of April 7, 2017 Executive Meeting Minutes:** Cushing moved to approve the minutes of the Executive/Personnel meeting of April 7, 2017; Millan seconded. All Ayes. Motion Carried.

**Approval of Conflict of Interest Policy, Complaint & Appeal Policy, & Short Term Service Coordination Policy & Procedure:** After clarification, Bix moved to recommend to the full Board of Directors that it approve the Conflict of Interest Policy, the Complaint & Appeal Policy, and the Short Term Service Coordination Policy & Procedure; Cushing seconded. All Ayes. Motion Carried.

**Approval of Carryover Flex Time Earned Because of Family Care:** Because of the implementation of Family Care in our ADRC, staff will be working extra hours and accumulating flex time. Since this situation will not resolve itself until at least October, some staff may not be able to use the flex time before the end of the year. Cushing moved to recommend to the full Board of Directors that it approve the carryover of flex time earned by staff because of the Family Care transition; Bix seconded. All Ayes. Motion Carried.

**Approval of MOUs – 2016-2017:** The Memorandum of Understanding with Oneida County was sent to the Oneida County Corporation Counsel for approval. He returned it with proposed changes. It has now been referred back to Attorney Phillips for his input.

**Discussion of Regional Manager Process:** The process to hire a Regional Manager is as follows: The Executive/Personnel Committee reviews applications; interviews the applicants; makes a recommendation to the Board of Directors. The Board of Directors then approves or rejects the recommendation. This policy was followed for the hiring of both the first and second Regional Managers of the ADRC-NW. Concerning the decision to post internally or externally, Attorney Phillips stated that that decision is at the discretion of the Executive/Personnel Committee.

**Adjournment:** With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 10:43 A.M.

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting of April 7, 2017; Conflict of Interest Policy, Complaint & Appeal Policy, Short Term Service Coordination Policy & Procedure.