

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, July 13, 2018 – 11:00 A.M.
100 West Keenan Street, Rhineland, WI 54501**

Members Present: Bix, Cushing, Tuckwell (Dubiak and Tallier served as substitute member of the Committee.)

Members Absent: None (NOTE: There are two vacancies on the Executive/Personnel Committee.)

Call Meeting to Order: The meeting was called to order at 11:00 A.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

Approval of the Agenda: Dubiak moved to approve the agenda with eleven items; Tuckwell seconded. All Ayes. Motion Carried.

Approval of June 15, 2018 Executive/Personnel Committee Minutes: Tuckwell moved to approve the minutes of the June 15, 2018 Executive/Personnel Committee meeting; Dubiak seconded. All Ayes. Motion Carried.

May convene 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 evaluation of Regional Manager. Bix moved to go into Closed Session; Dubiak seconded. Roll Call: Bix – Yes; Cushing – Yes; Dubiak – Yes; Tallier – Yes; Tuckwell – Yes. Yes – 5, No – 0.
The Committee went in to Closed Session at 11:02 A.M.

The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session. Tuckwell moved to return to Open Session; Dubiak seconded. All Ayes. **The Committee returned to Open Session at 11:20 A.M.**

Cushing moved to grant the Regional Manager a step raise based on her Performance Evaluation. Tuckwell seconded. All Ayes. Motion Carried. The raise will be retroactive back to the anniversary of her date of hire.

ADRC Staffing – Rhinelander Office: After review and discussion of performance data based on SAMS reports, Cushing moved recommend to the full Board of Directors that it eliminate any further supplemental staffing for the Rhinelander office. The motion went on to direct Regional Manager Poe to write a letter for Oneida County Director of the Department on Aging informing her of this decision. Tuckwell seconded. All Ayes. Motion Carried.

Restructuring Discussion & Formation of Planning Sub-Committee: Bix moved to recommend to the full Board of Directors that it form a sub-committee to discuss restructuring and make recommendations for action to the Board. The sub-committee would be composed of the three Taylor County members of the ADRC-NW Board of Directors (Bix, Dubiak, Lemke), plus Board Members Tallier and Ackley from Forest County, and a new member of the Board of Directors to be chosen from Forest County. Dubiak seconded. All Ayes. Motion Carried.

Letters & Communications: Resignation of ADRC-NW Board Chair Paul Millan.

Future Agenda Items: As needed.

Adjournment: With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. **The meeting was adjourned at 11:26 A.M.**

Handouts: Minutes of the June 15, 2018 Executive/Personnel Committee meeting; 2018 Regional Manager Evaluation; review of SAMS data for April, May, and June 2018.