

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

**Friday, March 4, 2022 – 11:00 A.M.**

**300 A South Lake Avenue, Crandon, WI 54520**

**+ Ring Central meeting originating at the above address**

**Members Present:** Ackley, Bix, Dubiak, Gretzinger, Lee

**Members Absent:** Helmert, Lemke

**Call Meeting to Order:** Chair Ackley called the meeting to order at 11:03 A.M. Also present was John Brensinger, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** None

**Approval of the Agenda:** Dubiak moved to approve the agenda with thirteen items; Lee seconded. All Ayes. Motion Carried.

**Closed Session: It is anticipated that a motion will be made, seconded and approved to enter into 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 salary and benefits of the Interim Manager.**

Bix moved to go into Closed Session; Lee seconded. Roll Call: Ackley – Yes; Bix – Yes; Dubiak – Yes; Gretzinger – Yes; Lee – Yes. Yes – 5; No – 0; Absent – 2. **The Board went into Closed Session at 11:07 A.M.**

**The Board will return to Open Session and may take formal action on any matter(s) discussed in Closed Session.** Bix moved to move to Open Session; Ackley seconded. All Ayes. **The meeting returned to Open Session at 11:40 A.M.**

Dubiak made the following motion based on discussions during the Closed Session. Brensinger will be half-time; his salary will be half of \$66,650. He will be eligible for life insurance benefits according to the Employee Handbook. An employer-paid portion of his health insurance will also follow the Employee Handbook. A half-time employee, he will be eligible for 50% payment of the premium for health insurance.

Also, according to the Handbook, “Employees who elect not to take the ADRC-NW insurance plan, and instead go with credible coverage from a spouse or partner, will receive an incentive of \$500/month after showing proof of coverage.” The Board is interpreting this to also apply to part-time employees, so that as a half-time employee John could receive \$250/month after showing credible proof of coverage.

Also, according to the Handbook, all qualified part-time employees are eligible to participate in a voluntary group dental and a voluntary group vision plan, at their own expense.

According to the Employee Handbook, eligible part-time employees receive employer-paid term life insurance coverage based on the employee’s annual salary.

Because of Brensinger’s past experience, he will be allowed 80 hours per year of vacation time to be retroactive to his start date.

Retirement contributions will be based on his part-time status.

Lee seconded the motion. All Ayes. Motion Carried.

**Discuss New and Existing Staffing Issues:** Discussion was held on the newly created dementia care specialist, shifting current staff to cover existing positions as well as hiring new personnel. No Action Taken.

**Board Compliance Concerns:** Several policies were developed by the state and will be discussed more fully at the next Board Meeting. No Action Taken.

**Work from Home Policy:** After discussion, it was decided that Brensinger will make any necessary changes to the existing policy and present them at the next Board Meeting. No Action Taken.

**Future of the ADRC of the Northwoods:** Because of the nebulous nature of the current situation, the Board decided to make this an ongoing discussion so that adjustments in staff and policies can be made as necessary. No Action Taken.

**Expectations of the Board:** This item will be addressed at the March 25<sup>th</sup> meeting. No Action Taken.

**Any Other Concerns:** This item will be discussed with the “Future of the ADRC of the Northwoods” item listed above. No Action Taken.

**Future Agenda Items:** Financials; attendance at the September convention

**Adjournment:** With no further business, Dubiak moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 12:12 P.M.