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

**EXECUTIVE/PERSONNEL COMMITTEE**

**Friday, November 3, 2017 – 11:00 A.M.**

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

**Members Present:** Bix, Millan, Tuckwell

**Member(s) Absent:** Cushing (excused) (NOTE: There is one vacancy on the Executive/Personnel Committee.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:00 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Melissa McLaughlin, CPA, Wipfli LLC; Tammy Queen, Director, Forest County Commission on Aging.

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

**Approval of the Agenda:** Tuckwell move to approve the agenda with fourteen items; Millan seconded. All Ayes. Motion Carried.

**Approval of October 6, 2017 Executive/Personnel Minutes:** Tuckwell moved to approve the minutes of the October 6, 2017 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

**Budget 2018:** There are some anomalies in the Vilas County budget request for 2018 – an increase in supervisory reimbursement of $5,277, lower wages for the new ADRC Specialist, an increase in rent, and a cut in payment for the receptionist. Regional Manager Poe will work this out with the Director of the Vilas County Commission on Aging. The $17,301 allotted for the Taylor County receptionist position may need some refining because health insurance figures are not finalized at this time. It is estimated that if the ADRC-NW takes over the Forest County Elder Benefit Specialist, the cost to the ADRC-NW will be approximately $420. There will be an increase in rent for the Taylor County Satellite Office of $131/month, for a total annual rent of $8,837.62. This increase is due to a regular annual increase in rent and a small increase in square footage. Because of these items, some changes will need to be made to the proposed 2018 budget before action can be taken in December 2017. No Action Taken.

**Approval of Letter of Engagement re: WIPFLI Payroll Services:** No Action Taken.

**Approval of Intergovernmental Cooperative Agreement re: Part-Time Receptionist in Taylor County:** No Action Taken.

**Approval of MOU with Forest County re: Elder Benefit Specialist Becoming an ADRC of the Northwoods Employee:** No Action Taken.

**It is anticipated that a motion will be made, seconded, and approved to enter into Closed Session pursuant to Sec. 1985 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, pay scales of Forest County Employees.** Bix moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Millan – Yes; Tuckwell – Yes. Yes -3; No – 0. **The Committee went into Closed Session at 11:08 A.M.**  Regional Manager Poe and ADRC-NW Board Member Dave Krug were also in attendance at the Closed Session.

**The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, the ADRC’s position on the pay scales of Forest County Employees.** Bix moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 11:28 A.M.**

Bix moved to recommend to the full Board of Directors that it set the following wage scale for the Forest County employees after they become ADRC-NW employees on January 1, 2018:Janet Weber, Level 11, $25.89/hour, an increase of $1.16/hour; Anne Erfourth, level 6, $23.01/hour, an increase of $0.35/hour; Alyson Wagoner, level 7, $16.55/hour, an increase of $0.27/hour; Kathy O’Melia, level 1, $20.12/hour, an increase of $2.37/hour. The motion went on to authorize the transfer of all accumulated sick leave for each employee, but vacation time will not transfer. The motion further stipulated that vacation allotments for the employees will be as follows: Weber – four weeks; Wagoner and Erfourth – three weeks (with Erfourth’s vacation to be pro-rated in accordance with her part-time status); O’Melia – 2 weeks. Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Appendix R: Quality Assurance Policy & Procedure:** Bix moved to recommend that the full Board of Directors approve Appendix R: Quality Assurance Policy & Procedure; Tuckwell seconded. All Ayes. Motion Carried.

Letters & Communications: There were none.

**Future Agenda Items:** Six-month performance review of Regional Manager; 2018 Budget; Letter of Engagement re: Wipfli Payroll Services; Approval of Intergovernmental Cooperative Agreement re: Taylor County Receptionist; Approval of MOU with Forest County re: Elder Benefit Specialist.

**Adjournment:** With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 11:31 A.M.

**Handouts:** Minutes of the October 6, 2017 Executive/Personnel Committee meeting; Appendix R: Quality Assurance Policy & Procedure; ADRC of the Northwoods 2017 Wage Scales; DRAFT ADRC-NW 2018 Budget