

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, December 16, 2016 – 9:30 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Cushing, Millan, Tuckwell (Executive/Personnel Committee), Kressin, Krug, Platner, Troyk (via telephone) (Finance Committee)

Members Absent: None

Call Meeting to Order: Chair Millan called the meeting to order at 9:30 A.M. Also present were Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Dianne Jacobson, Director, Oneida County Department on Aging; Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW). Attorney Andy Phillips joined the meeting via telephone at 9:35 A.M.

Public Comment & Introductions: There were none.

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

Approval of Minutes: Cushing moved to approve the Joint Executive/Personnel – Finance Committee minutes of October 24, 2016 and November 3, 2016; Tuckwell seconded. All Ayes. Motion Carried. Cushing moved to approve the Executive/Personnel Committee minutes of October 7, 2016; Tuckwell seconded. All Ayes. Motion Carried. Platner moved to approve the Finance Committee minutes of October 7, 2016; Kressin seconded. All Ayes. Motion Carried.

ADRC Employer of Record Structure Change Status: Schroeder informed the joint committees that efforts for the ADRC-NW to become the employer of record for all employees doing work for the ADRC-NW have been halted because of a new interpretation from the State. The State people feel that if the ADRC-NW became the employer of record, it would also have to become the employer of record for all the Elderly Benefit Specialists (EBS) in the region in order for those employees to continue getting federal drawdown. Once that opinion was given, Schroeder talked with each of the partners and it was decided to cease all efforts to become the employer of record for Oneida and Vilas Counties. Forest County is still interested in the restructure.

Status of LTE Employee: The ADRC-NW has an agreement with Oneida County to hire a Limited Term Employee (LTE) to work three days per week providing ADRC services in the area. Monies for this position were provided through carryover funds from 2015, and the agreement ends on December 31, 2016. The Oneida County Department on Aging Director has asked that the ADRC continue to fund this position. Director Jacobson had previously announced that Sue Piazza, who is supervising the ADRC workers in Oneida County, will be retiring shortly after the first of the year. It will take some time for the job description to be re-worked, advertising for the position to take place, interviews to be held, and the hiring process finished. Cushing moved to continue funding the Oneida County LTE position after January 1, 2017. This will be an LTE position only, and the ADRC will determine when the services of the individual are no longer needed. Funding will be provided from the funds that are not being used to

employ a supervisor; once a supervisor is hired, the funding will automatically terminate. Platner seconded. All Ayes. Motion Carried.

Discussion of Elderly Benefit Specialist Positions: Oneida County has served notice to the ADRC-NW that it is withdrawing its Fiscal Agent services on a contractual basis as of December 31, 2016. They would be willing to continue in this capacity for a period of time to enable the ADRC to transition to a new Fiscal Agent but only on an hourly basis. The State of Wisconsin recently informed the ADRC-NW that because there will no longer be a contractual relationship between the ADRC-NW and Oneida County, time reporting drawdown for Oneida's Elderly Benefit Specialist (EBS) may no longer be allowed. Since Vilas and Forest Counties never had this type of contractual relationship, their EBS drawdown apparently has never been valid even though this situation with Vilas and Forest Counties has existed since the ADRC-NW began operations in December 2011. It was suggested that Attorney Phillips talk with Kevin Bailey of the State of Wisconsin Department of Health Services to see if a solution can be worked out. It was pointed out that this situation has nothing to do with the proposed restructuring of employer of record status, but rather is a function of Oneida County withdrawing as the fiscal agent for the ADRC-NW. No Action Taken.

It is anticipated that a motion will be made, seconded, and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c) and (a) considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility and deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business whenever competitive or bargaining reasons require a Closed Session. Specifically, the Joint Committees may convene in Closed Session for purposes of reviewing and evaluating bids and proposals related to Fiscal Agent services and IT services. In addition, in Closed Session, the Joint Committees will consider the Annual Performance Evaluation for the ADRC Regional Manager. Finally, the Joint Committees will consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, PTO benefits on the part of a county employee that performs services for the ADRC. Bix moved to go into Closed Session; Cushing Seconded. Roll Call: Bix – Yes; Cushing – Yes; Kressin – Yes; Krug – Yes; Millan – Yes; Platner – Yes; Troyk – Yes; Tuckwell – Yes. Yes – 8; No – 0. **The Joint Committees went into Closed Session at 9:54 A.M.**

The Joint Committees 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; Bix seconded. All Ayes. **The Joint Committees returned to Open Session at 10:20 A.M.** Cushing moved to accept the Fiscal Agent proposal from Wipfli LLP and to sign a contract with them as soon as possible. Oneida County will finish up the Fiscal Agent duties through 2016 and then relinquish the duties to Wipfli. Kressin seconded. All Ayes. Motion Carried. Concerning the proposals for IT services, nothing suitable was proposed. No Action Taken. Concerning the Performance Evaluation of the Regional Manager, the Evaluations were not returned to the Board Secretary in a timely manner, and thus the Evaluation will be in January 2017. No Action Taken. Concerning the anomaly of PTO benefits, Schroeder has been directed to contact the Oneida County Human Resources Department in an attempt to work out a solution. No Action Taken.

Executive/Personnel - Carryover Vacation Request for Regional Manager: The Employee Handbook states that unused vacation days can only be carried over with the permission of the Regional Manager. The Regional Manager feels that the Executive/Personnel Committee should approve her vacation carryover request. She has about 50-55 hours of vacation time that has not been used. Cushing moved

to approve the vacation carryover request from the Regional Manager; Tuckwell seconded. All Ayes. Motion Carried.

Executive/Personnel – Sokaogon Chippewa ADRS Application: The Sokaogon Chippewa have submitted their application to withdraw from the ADRC-NW and hire their own Aging & Disability Resource Specialist (ADRS). The State needs our approval before they will process the application. The tribe would like a termination date of March 1, 2017 assuming that they have an ADRS in place to serve their tribal members. They have informed the ADRC-NW that they will not be hiring a bachelor-degreed person for this position, so the ADRC-NW will have to continue doing their functional screens. The ADRC-NW will be paid by the State of Wisconsin for each functional screen performed for the Sokaogon Chippewa. Once the application has been approved by the State and the ADRS hired, the ADRC-NW will lose the money currently provided by the State for services provided to the tribe. However, the ADRC-NW will no longer have to provide an ADRC Specialist to provide these services and will no longer have to pay rent. Bix moved to approve a March 1, 2017 withdrawal date for the Sokaogon Chippewa provided that the State approves their application to withdraw and they have an ADRS on staff to serve their tribal members. Cushing seconded. All Ayes. Motion Carried.

Finance - Finance Statements – September & October 2016: After review, Platner moved to accept the Financial Statements for September and October 2016 subject to audit and to place them on file; Kressin seconded. All Ayes. Motion carried.

Finance – Time Reporting – September & October 2016: The September 2016 time report recovery rate was 41.71% and the October 2016 time report recovery rate was 41.46%. The year-to-date capture rate was 41.10% which is well over the 39% needed to balance the 2016 budget.

Finance – Audit of Payments/Line Item Transfers – September & October 2016: Kressin moved to approve September 2016 transactions in the amount of \$127,203.34 and October 2016 transactions in the amount of \$124,629.86; Platner seconded. All Ayes. Motion Carried. Kressin then moved to approve line item transfers as follows: From: Potawatomi, Contracted Services \$3,098 To: Printing \$500; Professional Dues \$200; Computer Equipment \$800; Sokaogon Tribe, Contracted Services, \$1,598. Platner seconded. All Ayes. Motion Carried.

2015 Audit: The 2015 ADRC-NW Audit will be distributed at the Board of Directors meeting.

Staff Wage Increases: Staff wage increases for 2017 in the amount of 1% were approved at a previous meeting. Employees may be eligible for step increases in addition to these raises.

2017 Budget Approval: Kressin moved to recommend to the full Board of Directors that it approve the 2017 Budget as presented; Platner seconded. All Ayes. Motion Carried. This budget is in the amount of \$1,474,859 and will require a Federal drawdown of 39% to balance.

Adjournment: With no further business, Bix moved to approve the meeting; Cushing seconded. All Ayes. The meeting was adjourned at 11:46 A.M.

Handouts: Joint Executive/Personnel-Finance Committee Minutes of October 24, 2016 & November 3, 2016; Executive Committee Minutes of October 7, 2016; Finance Committee Minutes of October 7, 2016; December 8, 2016 Memo to ADRC Partners, ADRC Staff, ADRC Board of Directors; Wipfli CPAs & Consultants proposal for Fiscal Agent Services; Peterson Metz Ltd. proposal for Fiscal Agent Services;

Naunkca proposal for IT Services; September-October 2016 Revenue/Expense Report; October 2015-2016 ADRC Federal & State GPR Revenue Comparison; October 2016 Time Report; September 2016 & October 2016 Transaction Activity Reports; Line Item Transfers 2016 (prepared 10/24/16); 2015 Audit Report; 2017 ADRC-NW Budget Proposal.