

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
EXECUTIVE/PERSONNEL COMMITTEE  
Friday, October 16, 2015 – 11:30 A.M.  
100 West Keenan Street, Rhinelander, Wisconsin**

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

**Members Absent:** Cushing (excused), Ritchie (excused)

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:37 A.M. Also present were Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); and Dave Krug, Board Member, ADRC-NW.

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

**Approval of the Minutes of the September 18, 2015 & September 25, 2015 Meetings:** Tuckwell moved to approve the minutes of the September 25, 2015 Joint Executive/Personnel and Finance Committee meeting; Millan seconded. All Ayes. Motion Carried. (NOTE: The minutes of the September 18, 2015 Executive/Personnel Committee meeting were previously approved.)

**ADRC-NW Employees New Wage Scale Start Date(s):** Bix moved to recommend to the full Board of Directors that the Disability Benefit Specialist in Medford be placed at the first step of the wage scale effective the first full pay period after September 25, 2015; Millan seconded. All Ayes. Motion Carried.

**ADRC-NW Employee Handbook Updates:** Bix moved to recommend to the full Board of Directors that the proposed Employee Handbook updates covering “Pay Scales” and “Annual Employee Progress Reviews” be approved with two minor changes; Tuckwell seconded. All Ayes. Motion Carried.

**ADRC-NW 2016 Dental Coverage Option:** No information available. No Action Taken.

**Letters & Communications:** There were none.

**Future Agenda Items:** To be determined.

**Confirm Next Meeting Date, Time, and Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, November 13, 2015 in Rhinelander.

**Adjournment:** With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. Motion Carried.

**Handouts:** Minutes of the September 18, 2015 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; September 25, 2015 Aging & Disability Resource Center of the Northwoods Joint Executive/Personnel & Finance Committee meeting; draft of Employee Handbook Section 3 – Compensation – 3.1 - 3.4.