

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, August 7, 2015 – 11:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin**

Members Present: Bix, Cushing, Millan, Tuckwell

Members Absent: Ritchie

Call Meeting to Order: Chair Millan called the meeting to order at 11:00 A.M. Also present were Mary Rideout, Director, Oneida County Social Services Department; Angela Beauchaine, Supervisor, Oneida County Financial Services; Dianne Jacobson, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Dave Krug, Tammy Queen, and Judy Troyk, Members, ADRC-NW Board Of Directors.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the July 9, 2015 Executive/Personnel Committee Meeting: Tuckwell moved to approve the minutes of the July 9, 2015 Executive/Personnel Committee meeting; Cushing seconded. All Ayes. Motion Carried.

Closed Session: Cushing moved to go into Closed Session pursuant to Section 19.85 (1) (c) Wis. Stats. to consider employment, promotion, compensation or performance evaluation data of an employee (Topic: 2016 Staff Wages). Bix seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes; Ritchie – Absent. Yes – 4; No – 0; Absent – 1. **The meeting went into closed session at 11:07 A.M.**

The Committee Will Return to Open Session and may ratify any matter(s) discussed in Closed Session: Cushing moved to return to Open Session; Tuckwell seconded. All Ayes. Motion Carried. **The Committee returned to Open Session at 11:25 A.M.** Cushing moved to direct the Fiscal Agent to develop a wage range with steps for all ADRC-NW employees; Tuckwell seconded. All Ayes. Motion Carried.

2016 ADRC Budget: The Committee reviewed the “ADRC of the Northwoods Satellite Office Expenses” chart, showing various line items contained in the budget as well as definitions of what those line items entail. Jacobson, Rideout, and Beauchaine will meet with the management team to develop the satellite budgets in accordance with these line items. It is hoped that this process will be completed by October 1 so that the information can be collated for distribution to Committee Members by the October meeting.

ADRC Specialist Vacancy – Rhinelander Office: One of the ADRC Specialists in Rhinelander has resigned; his last day was August 3, 2015. The job has been posted, but it will take approximately two months to fill the position.

ADRC Specialist LTE Position – Rhinelander Office: The recently resigned ADRC Specialist has expressed interest in working three days per week. Jacobson would like to hire him at his current rate, but without benefits, as a Limited Term Employee at least until his replacement is hired. Ann Erfourth from the Forest County Potawatomi/Mole Lake office will work in the Rhinelander office one day per week until someone is hired. This will cover any gaps in coverage due to the Specialist resignation and the intermittent family medical leave granted to another Specialist.

ADRC Regional Interim Assistant Manager LTE Position: Sue Piazza has been the ADRC-NW Interim Assistant Manager working part-time for the past four months. She has asked to be relieved of these duties as of August 28, 2015. Jacobson will take on these duties until a new Regional Manager is hired.

Interim Regional Manager Report: Jacobson reviewed a chart showing results of her recent survey of the thirteen regional ADRCs in the State of Wisconsin.

ADRC Regional Manager Vacancy: Cushing moved to approve the Regional Manager Job Description as presented with the proviso that changes can be made as needed; Tuckwell seconded. All Ayes. Motion Carried. Tuckwell moved to have Jacobson post the position internally, in Wisconsin JobNet, in the Wausau newspaper, and in the various local media within the four counties. Applications will be accepted until September 10, 2015 at 4:30 P.M.

Letters & Communications: There were none.

Future Agenda Items: Wage range; 2016 budget; regional manager hiring

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be September 18, 2015 at 10:30 A.M. to review applications and choose interviewees for the Regional Manager position. This meeting will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 12:04 P.M.

Handouts: Minutes of the July 9, 2015 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; 2016 ADRC of the Northwoods Budget Worksheet; ADRC of the Northwoods Satellite Office Expenses; Regional ADRC Survey Chart; ADRC-NW Regional Manager Position Description; draft ADRC-NW Regional Manager Position Description.