

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE**

Friday, April 8, 2016 – 10:00 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Bix (10:04), Cushing, Millan, Tuckwell

Members Absent: There is one vacancy on the Executive/Personnel Committee.

Call Meeting to Order: Paul Millan called the meeting to order at 10:02 A.M. Also in attendance were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW,) and Judy Troyk, ADRC-NW Board Member.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the February 5, 2016 & February 12, 2016

Executive/Personnel Committee Meetings: Cushing moved to approve the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee minutes of February 5, 2016 and February 12, 2016; Tuckwell seconded. All Ayes. Motion Carried.

Forest County Staff Coverage. The Crandon ADRC-NW office in Forest County is now covering three offices: the Potawatomi office, the Mole Lake office, and the office in Crandon itself. The Sokaogon Chippewa tribe now wishes to leave the ADRC-NW and establish a Tribal Aging & Disability Resource Specialist (ADRS) for their people. There are financial issues that need to be addressed if this happens, and some timing issues are also involved. Schroeder will work on finding a solution that works for all parties involved.

Closed Session: Cushing moved to go into Closed Session pursuant to Sec. 19.85 (1)(c), WI Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (salary survey). Bix

seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No – 0; Absent - 0; Vacancy – 1. **The meeting went into closed session at 10:12 A.M.**

Open Session: The Committee will return to open session and may ratify any matter discussed in Closed Session. Bix moved to return to Open Session; Cushing seconded. All Ayes. **The Committee returned to Open Session at 10:28 A.M.** No Action Taken.

Strategic Plan: The Committee reviewed the “Aging & Disability Resource Center of the Northwoods Strategic Plan 2016 Update” as well as a preliminary work plan developed by Schroeder to implement the Strategic Plan. Tuckwell moved to recommend to the full Board of Directors that it adopt the Strategic Plan as presented; Cushing seconded. All Ayes. Motion Carried.

Communications: An employee with an anniversary date of March 3, 2016 was not given a timely evaluation. Once her evaluation is completed, her pay increase based on that evaluation won’t take effect until the first full pay period after the successful evaluation. This situation was not due to any delay on the part of the employee or the Regional Manager. The Committee felt that the employee’s pay increase should be backdated to the date of her anniversary.

Future Agenda Items: As needed.

Next Meeting: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be at 10:00 A.M. on May 6, 2016. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 10:34 A.M.

Handouts: Minutes of the February 5, 2016 and February 12, 2016 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; Aging & Disability Resource Center of the Northwoods Strategic Plan 2016 Update; Preliminary draft of work plan for 2016 Strategic Plan.