

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, June 10, 2016 – 9:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin 54501**

Members Present: Bix, Cushing, Millan, Tuckwell (9:45)

Members Absent: None. (NOTE: There is one vacancy on the Executive/Personnel Committee.)

Call Meeting to Order: Chair Millan called the meeting to order at 9:04 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Judy Troyk and Dave Krug, ADRC-NW Board of Directors, and Sue Breneman, Taylor County Alternate for Dave Krug.

Public Comment & Introductions: There were none.

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

Approval of the May 6, 2016 and May 9, 2016 Executive/Personnel Committee Minutes: Cushing moved to approve the Executive/Personnel Committee minutes of May 6, 2016 and May 9, 2016. Millan seconded. All Ayes. Motion Carried.

Regional Management Plan Update: After review, Cushing moved to recommend to the full Board of Directors that it approve the revised Regional Management Plan and forward it to Sherry Schuelke, Regional Quality Specialist for the State of Wisconsin. Bix seconded. All Ayes. Motion Carried.

Closed Session: It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Regional Manager performance evaluation, goals, salary, salary structure, employment opportunities) Bix moved to go into Closed Session pursuant to Section 19.85 (1) (c); Cushing seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes. Yes – 3; No - 0; Absent – 1. **The Committee went into Closed Session at 9:18 A.M.**

The Committee will return to open session and may ratify any matter(s) discussed in closed session. Cushing moved to go into Open Session; Bix seconded. All Ayes. **The Committee returned to Open Session at 10:00 A.M.** Cushing then moved to recommend to the full Board of Directors that it increase the Regional Manager’s salary to level five of the Regional Manager Wage Scale and schedule a performance review for June 2017. Effective date of the raise is to be the beginning of June pay period. Bix seconded. All Ayes. Motion Carried.

MOU Update: The Oneida County Corporation Counsel would like to review their Memoranda of Understanding (MOU) and Memoranda of Agreement (MOA) templates with the ADRC of the Northwoods before the policies are adopted by Oneida County. He will review, and the item will be on the July ADRC agenda. The MOU's with our other partners are being sent to their respective offices for approval within the next week or so.

Committee Assignment for New Board Member: Millan proposed that new Board Member Ron Kressin be appointed to the ADRC-NW Finance Committee. Bix moved to recommend to the full Board of Directors that it appoint Ron Kressin to the Finance Committee; Cushing seconded. All Ayes. Motion Carried. At this time, all three tribal groups are looking for tribal members to serve on the ADRC-NW Board of Directors.

Bylaws Updates: Bix consulted with an agent of the University of Wisconsin – Extension office in Taylor County and found that the Board could define a quorum for business purposes as either: 1) a majority of the total number of slots available on the Board, or 2) a majority of the filled slots on the Board. After discussion, Cushing moved to recommend to the full Board that it set the quorum for Board activities as a majority of the filled slots on the Board; Tuckwell seconded. All Ayes. Motion Carried.

ADRC-NW Volunteer Policy: A policy for engaging volunteers will be put together and given to Andy Phillips for review.

ADRC-NW Employee Handbook Updates: Bix and Schroeder have been working on updates to the ADRC-NW Employee Handbook. They have finished their part of the process and now will run it past the Oneida County Fiscal Agent for final review before Board action.

Letters & Communications: There were none.

Other Business: Millan and Schroeder will meet with State of Wisconsin representatives to review the results of the recent survey on ADRCs in Wisconsin.

Future Agenda Items: Regional Manager Goals, Volunteer Policy, Employee Handbook, MOUs

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, July 8, 2016. It will be in Rhinelander at a time to be determined later.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes.
The meeting was adjourned at 10:23 A.M.

Handouts: Minutes of the May 6, 2016 and May 9, 2016 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; updated Regional Management Plan – 2016; ADRC of the Northwoods Wage Scales; ADRC Wages.