

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
EXECUTIVE/PERSONNEL COMMITTEE  
Friday, July 8, 2016 – 10:00 A.M.  
100 West Keenan Street, Rhinelander, Wisconsin 54501**

**Members Present:** Bix (10:02), Cushing, Millan, Tuckwell

**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 10:00 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; Dianne Jacobson, Director, Oneida County Department on Aging; Judy Troyk and Dave Krug, Board Members, ADRC-NW.

**Public Comment & Introductions:** There were none.

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

**Approval of the July 10, 2016 Executive/Personnel Committee Minutes:** Tuckwell moved to approve the minutes of the July 10, 2016 Executive/Personnel Committee meeting as presented; Cushing seconded. All Ayes. Motion Carried.

**LTE Employee Status – 2017:** The current Limited-Term Employee will be working in the Potawatomi office one day per week. The ADRC Specialist in Lac du Flambeau is leaving the ADRC-NW, and the LTE could cover this office one day per week as well. In addition, there is the possibility of utilizing his services at the Mole Lake office. The ADRC-NW would also like to establish an office in Minocqua for at least one day per week. Director Jacobson would like to have the LTE moved to permanent part-time status with Oneida County. She presented a chart showing the number of older adults and disabled people per currently-employed-ADRC-Specialist in each county. The Committee requested statistics on the actual number of customers per ADRC Specialist in each county. No Action Taken.

**Employee Handbook Revisions:** After review, Cushing moved to recommend that the full Board of Directors approve the Employee Handbook with several items to be discussed by the Board; Tuckwell seconded. All Ayes. Motion Carried.

**Memoranda of Understanding (MOU) Updates:** Schroeder and the Corporation Counsel for Oneida County have worked out the Memorandum of Understanding between that county and the ADRC-NW. It should be signed shortly. The ADRC-NW will be using this MOU as a template for all the other MOUs in the region. One new item that will be included in the MOU is the proviso that the ADRC Specialist must pass the state administered Functional Screener test,

which is currently required bi-annually, in order for the ADRC-NW to fund that position. All MOUs will be open-ended, but changes can be made as needed.

**Regional Manager Goals:** The following goals for the Regional Manager for 2016-2017 were presented: 1) Work with Board Members to fill the three vacant Board positions. 2) Work with Board Members and the Great Lakes Inter-Tribal Council (GLITC) to get active involvement from the Tribal Board Members. 3) Work with Board Members to re-establish the Mole Lake office location as long as that tribe is a member of the ADRC-NW. 4) Develop a consistent Marketing Plan throughout the region. 5) Work with the Fiscal Agent to get all 2017 MOUs completed in a timely manner. 6) Work with the Fiscal Agent to improve the annual budget process with all satellite offices. 7) Make more community presentations to make the community more aware of the ADRC-NW and what it offers. Bix moved to recommend to the full Board of Directors that it approve the Goals for the Regional Manager as presented; Cushing seconded. All Ayes.

**Volunteer Policy:** This policy is in its final stages of preparation and will be available for review next month.

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

**Future Agenda Items:** Limited-Term Employee Status; Board Member attendance and participation; handling notes of Closed Sessions.

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods will be Friday, August 5, 2016 in Rhinelander. The starting time of the meeting will be determined later.

**Adjournment:** With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 10:49 A.M.

**Handouts:** Minutes of the June 10, 2016 Executive/Personnel Committee meeting; ADRC of the Northwoods Demographic Data (with current employee configuration); ADRC of the Northwoods Demographic Data (with possible changes); Regional Manager Goals 2016-2017; draft copy of the ADRC-NW Employee Handbook.