

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, August 5, 2016 – 10:00 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, 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); Wendell Holt, Great Lakes Inter-Tribal Council; Dave Krug and Judy Troyk, Board of Directors, ADRC-NW.

Public Comment & Introductions: There were none.

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

Approval of July 8, 2016 Executive/Personnel Committee Minutes: Cushing moved to approve the minutes of the July 8, 2016 Executive/Personnel Committee meeting; Tuckwell seconded. All Ayes. Motion Carried.

Family Care Update: The State of Wisconsin has determined that Family Care will start to be implemented as of July 1, 2017 for the six northern counties who do not presently have Family Care. Dane County will move to Family Care in January of 2018. Schroeder will be attending a meeting with State people to discuss more details of this implementation. A memo from Brian Shoup, Administrator, State of Wisconsin, Department of Health Services, Division of Long Term Care was presented. This memo shows the costs to each county associated with the transition.

MOUs Update: Tribal and County (with the exception of Taylor County) Memoranda of Understanding (MOUs) are still being developed. The Taylor County MOU will cover functional screens and related ADRC activities only, and the Committee decided that Schroeder should sign it at this time.

Volunteer Policy: After review, Bix moved to recommend that the full Board of Directors approve the Volunteer Policy; Cushing seconded. All Ayes. Motion Carried.

Functional Screen/Customer & Contact Numbers – Janet Weber, Janell Schroeder: Weber and Schroeder presented various charts showing the number of functional screens, customers, and contacts handled by each satellite office.

Satellite Office Funding: Schroeder reviewed an email showing the State of Wisconsin General Purpose Revenue (GPR) monies received by the ADRC-NW for each of the three tribes the ADRC-NW services, as well as the amount of Federal dollars received for each of the tribes through time reporting. The total amount was over \$166,000.

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. (Staffing/Personnel). Motion was made by Bix to go into Closed Session, seconded by Tuckwell. ROLL CALL: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No – 0. **The Committee went into Closed Session at 10:45 A.M.** Also present were Holt, Krug, Schroeder, and Troyk.

The Committee will return to Open Session and may ratify any matter(s) discussed in Closed Session. Bix moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 11:10 A.M.** Bix moved to post a part-time ADRC Specialist position and allow Schroeder to work from home on a temporary basis. Tuckwell seconded. All Ayes. Motion Carried.

Letters & Communications: There were none.

Future Agenda Items: Part-Time ADRC Specialist position; MOUs; transition to Family Care

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive Committee will be Monday, September 12, 2016 in Rhinelander. The 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 11:14 A.M.

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting of July 8, 2016; memo from Brian Shoup, State of Wisconsin; Department of Health Services, Division of Long Term Care; Aging & Disability Resource Center of the Northwoods Volunteer Confidentiality & Code of Ethics Agreement; 2010-2014 American Community Survey 5-Year Estimates; email from Tara Reeson showing Long Term Care Functional Screen numbers as provided by the State of Wisconsin; 2016 Functional Screen Results; Functional Screen Examples; email from Angela Beauchaine showing the estimated loss of federal monies based on 2015 average percentages.