

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Monday, September 12, 2016 – 10:00 A.M.
100 West Keenan Street, Rhinelander, Wisconsin 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); Dave Krug and Judy Troyk, Board of Directors, ADRC-NW.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the August 5, 2016 Executive/Personnel Committee Meeting: Cushing moved to approve the minutes of the August 5, 2016 Executive/Personnel Committee meeting; Tuckwell seconded. All Ayes. Motion Carried.

Family Care Update: The State is aiming for July 2017 to begin the last phase of the transition to Family Care for all counties not already in the program. Wisconsin is under federal mandate to enroll the remaining counties in a timely manner. The State is putting out Requests for Proposals (RFPs) for Managed Care Organizations (MCOs) to oversee Family Care in the newly enrolled counties. They hope to have at least two MCOs apply for each area.

MOU Update: The Memorandum of Understanding (MOU) with Taylor County has been signed. MOUs with the other three counties should be signed soon. All MOUs are now set up so that they do not require annual renewals; they will continue in force until either entity wants to make a change.

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: Structure, Staffing, Personnel. Cushing moved to go 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: Structure, Staffing, Personnel. Tuckwell seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes - 4; No – 0. **The Committee went into Closed Session at 10:06 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; Bix seconded. All Ayes. **The Committee returned to Open Session at 10:43 A.M.**

Cushing moved to: 1) have Schroeder discuss with Attorney Phillips which option for the ADRC-NW structure he would recommend; 2) have Schroeder proceed with discussions with Clark County regarding ADRC-NW issues; 3) have Schroeder and Millan interview two of the applicants for the part-time ADRC Specialist position and offer the position to the best person for the job. Tuckwell seconded. All Ayes. Motion Carried.

Office of Management & Budget Changes – Monthly Fiscal Changes: According to the newly adopted Office of Management & Budget (OMB) rules, the ADRC-NW Regional Manager will be required to review an itemized list of expenses for the ADRC-NW on a monthly basis. Satellite offices will now be required to submit an itemized list of all expenses on a timely basis.

Letters & Communications: There were none.

Future Agenda Items: Family Care Update; MOU Updates; Office of Management & Budget Procedures; Structure, Staffing

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, October 7, 2016 at 10:00 A.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 10:47 P.M.

Handouts: Minutes of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting of August 5, 2016; email from Attorney Andy Phillips regarding options for structure of ADRC-NW; seven applications for part-time ADRC Specialist position.