

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
EXECUTIVE/PERSONNEL COMMITTEE  
Friday, October 7, 2016 – 9:00 A.M.  
100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Bix, Millan, Tuckwell. (NOTE: There is one vacancy on the Executive/Personnel Committee.)

**Members Absent:** Cushing (excused)

**Call Meeting to Order:** Chair Millan called the meeting to order at 9:00 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Dianne Jacobson, Director, Oneida County Department of Aging; Mary Rideout, Director, Oneida County Social Services Department; Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; David Krug and Judy Troyk, ADRC-NW Board of Directors. Attorney Andy Phillips joined the meeting via telephone at 9:05 A.M.

**Public Comment & Introductions:** Introductions were made.

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

**Approval of the September 12, 2016 Minutes:** Tuckwell moved to approve the minutes of the Executive/Personnel Committee meeting of September 12, 2016; Millan seconded. All Ayes. Motion Carried.

**ADRC Model:** The proposal being made is not really a model change for the ADRC-NW, but rather a change in its internal structure – i.e., becoming the employer-of-record. Attorney Phillips feels that this should be done since it makes a lot more organizational sense to have one overall employer. The change would result in consistency of training and supervision, as well as wages and benefits. There are several concerns that the three affected counties have: 1) Can the affected counties continue to do time reporting for their Elder Benefit Specialists? Schroeder and Bix, in a recent telephone conference with the State, were told the answer to this questions was “Yes”. 2) Rideout states that the operating revenues for the ADRC-NW are delayed for approximately two months at the start of each year and that Oneida County is essentially loaning operating expense monies interest-free to the ADRC-NW for these two months. Would the ADRC-NW be able to handle its own expenses during each year without this help? According to conversations that Schroeder has had, the State has indicated they would like the ADRC-NW to become the employer-of-record. Schroeder has also been told that they would consider providing the necessary monies at the beginning of each year or allowing the ADRC-NW to use its carryover funding for this. 3) Would the tribes currently in the ADRC-NW be in favor of this change? Attorney Phillips has talked with Wendell Holt, Program Director, Great Lakes Inter-Tribal Council; and he has stated that the tribes are aware of the proposed change and have no objections. 4) Would it cost the ADRC-NW more to go with the proposed change? Yes, but it was felt that the increase in efficiency and consistency would more than offset this. 5) Would there be a fiscal impact on the three affected counties? Yes, but it would be relatively minimal (less than \$25,000 per county). However, the ADRC-NW must do what would be best for the ADRC so that it can provide consistent services to its customers. 6) Would this change be sustainable over the long run. Attorney Phillips has talked with Kevin Bailey

from legal services of the State of Wisconsin, Department of Health; and he stated that he foresees no problem.

There were other issues brought up, such as would the ADRC-NW need a full-time Human Resources Manager, would a new fiscal agent be needed, how would this change affect the proposed integration of Commissions on Aging and ADRCs in the State of Wisconsin. Rideout stated that her office may not wish to remain the Fiscal Agent if these changes take place. She also stated that she feels that the ADRC-NW should wait three months, six months, nine months, or possibly even until 2018 to work these issues out. No Action Taken.

Attorney Phillips, Rideout, and Jacobson left the meeting at 9:42 A.M.

**2017 Budget:** This item will be addressed at the Finance Committee and later at a joint Executive/Personnel Committee and Finance Committee meeting on October 24th.

**Wage Increases:** Assuming a 0% across-the-board increase in wages, the total increase in wages for the five regional employees of the ADRC-NW would be \$5,969.39. This increase would be due solely to step increases for the employees. Assuming a 1% salary increase for the five regional employees, the total increase would be \$8,694.08, an increase of \$2,724.69 over the 0% scenario. No Action Taken.

**Health Insurance Rates – 2017:** The Committee felt that the ADRC-NW should continue having the employees pay 12% of the premium for their health insurance. Since health insurance premiums will be less in 2017 than in 2016, the employees will actually pay less for their health insurance in 2017. No Action Taken.

**Wisconsin Retirement System Resolution:** Since the ADRC-NW is currently in the Wisconsin Retirement System, no action is necessary to add any additional employees to the Wisconsin Retirement System. No Action Taken.

**New Monthly Billing Forms:** This item was referred to the Finance Committee for action.

**It is anticipated that a motion will be made, seconded and approved to enter 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 this body has jurisdiction or responsibility. (Review of interview results and discuss possible hiring.)** Bix 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 this body has jurisdiction or responsibility. Tuckwell seconded. ROLL CALL: Bix – Yes; Millan - Yes; Tuckwell – Yes. Yes – 3; No – 0. **The Committee went into Closed Session at 9:50 A.M**

**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 9:56 A.M.** Bix moved to proceed with hiring Jason Kirker as the part-time ADRC Specialist for the ADRC-NW; Tuckwell seconded. All Ayes. Motion Carried.

**Conference Request/Conference Report:** The Forest County Potawatomi have offered to pay the registration fees for Regional Manager Schroeder to attend the National Association of Social Workers' meeting that is being held in Milwaukee, Wisconsin October 19th through October 21st. The lodging,

meals, and mileage would have to be paid by the ADRC-NW. Tuckwell moved to approve Schroeder attending the National Association of Social Workers conference in October 2016 with the ADRC-NW paying for lodging, meals, and mileage; Bix seconded. All Ayes. Motion Carried. Bix recently attended the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) 2016 Wisconsin Aging Network Conference. Since she attended as both a G.W.A.A.R Board Member and an ADRC-NW Board Member, she asked that the ADRC-NW pay per diems for the three-day conference. G.W.A.A.R. paid all other expenses. (Troyk also attended the conference, but only as an ADRC-NW Board Member, and the ADRC-NW paid all her expenses.) Millan moved to pay Bix per diems for her recent attendance at the 2016 Wisconsin Aging Network Conference; Tuckwell seconded. All Ayes. Motion Carried.

**Family Care Updates:** There is nothing new to report.

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

**Future Agenda Items:** Work with Finance Committee on 2017 budget items, continue work on being the employer-of-record.

**Confirm Next Meeting Date, Time & Place:** There will be a joint meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel and Finance Committees on October 24, 2016. The topic will be the 2017 budget. The next regularly scheduled meeting of the ADRC-NW Executive/Personnel Committee will be Friday, November 11, 2016. The start time will be determined at a later date.

**Adjournment:** With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 9:59 A.M.

**Handouts:** Minutes of the September 12, 2016 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; 2017 ADRC of the Northwoods BUDGET WORKSHEET SALARIES AND FRINGES – 0% Salary Increase – Salary Pay Scale; 2017 ADRC of the Northwoods BUDGET WORKSHEET SALARIES AND FRINGES – 1% Salary Increase – Salary Pay Scale; 2017 Premiums – WI Public Employers Group Health Insurance Program.