

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, July 14, 2017 – 10:30 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Millan, Tuckwell

Member(s) Absent: Cushing (NOTE: There is one vacancy on the Executive/Personnel Committee.)

Call Meeting to Order: Chair Millan called the meeting to order at 10:30 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Director, Oneida County Social Services Department; Melissa McLaughlin, Certified Public Accountant, Wipfli, LLP.

Public Comment and Introductions: There were none.

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

Approval of June 2, 2017 Executive/Personnel Committee Meeting Minutes: Tuckwell moved to approve the minutes of the June 2, 2017 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

Consider Fiscal Agent Contract between the ADRC and Oneida County: Rideout stated that Oneida County would be willing to continue as the ADRC-NW's Fiscal Agent on a month-to-month basis, provided that a 60-day notice of termination requirement was in place. Bix moved to recommend to the full Board of Directors that it approve continuing with Oneida County as the Fiscal Agent on a month-to-month basis with a 60-day notice of termination. Tuckwell seconded. All Ayes. Motion Carried.

Consider Organizational Employer of Record Structure Change for DBS Position and Forest County Employees: The ADRC-NW Board approved accepting all the Forest County employees currently performing ADRC duties as employees of the ADRC-NW. Forest County recently approved the transfer. The Disability Benefit Specialist will become an ADRC-NW employee upon hire, and the other employees will be transferred as of January 1, 2018. No action Taken.

May convene into Closed Session pursuant to Wis. Stat. § 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, PTO benefits on the part of a county employee who performs services for the ADRC. Bix moved to go into Closed Session; Tuckwell seconded. ROLL CALL: Bix – Yes, Millan – Yes, Tuckwell – Yes. Yes – 3; No – 0; Absent - 1. **The Committee went into Closed Session at 10:42 A.M.**

May convene, or remain, in Closed Session pursuant to Wis. Stat. § 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider former Regional Manager flex time payout.

May convene, or remain, in Closed Session pursuant to Wis. Stat. § 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider Regional Manager sick time payout.

May convene, or remain, in Closed Session pursuant to Wis. Stat. § 19.85(1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Specifically, to consider organizational structure and integration of Oneida/Vilas Counties' Departments on Aging and ADRC services.

The committee will move to return to Open Session and may take formal action on 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 10:54 A.M.** Oneida County recently reimbursed the State of Wisconsin for an overcharge on behalf of two county employees who performed services for the ADRC-NW. The reimbursement was in the amount of \$31,914.03. Bix moved to recommend to the full Board of Directors that it approve a one-time severance payout to the former Regional Manager in an amount equal to 135.75 hours and that it approve transferring 56 hours of sick leave from Forest County to the ADRC-NW for the recently hired ADRC-NW Regional Manager. Tuckwell seconded. All Ayes. Motion Carried. ?

Updated Regional Manager Report: The Regional Manager report will be presented at the full Board of Directors Meeting.

MOUs - 2016 – 2017: The Memorandum of Understanding (MOU) between Vilas County Social Services and Aging & Disability Resource Center of the Northwoods was presented for review. It is the same as the MOU from last year with one minor change: Under IV – B, the phrase "arrange for appropriate services" was changed to "refer for appropriate services". Bix moved to recommend to the full Board of Directors that it approve the Memorandum of Understanding between Vilas County Social Services and Aging & Disability Resource Center of the Northwoods as presented. Tuckwell seconded. All Ayes. Motion Carried.

Future Agenda Items: As needed.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be Friday, August 11, 2017.

Adjournment: With no further business, Tuckwell moved to adjourn; Bix seconded. All Ayes. **The meeting was adjourned at 10:59 A.M.**

Handouts: Minutes of the June 2, 2017 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; Memorandum of Understanding between Vilas County Social Services and Aging & Disability Resource Center of the Northwoods; Purchase of Services Contract between Oneida County Department of Social Services and the ADRC of the Northwoods - Contract No: 01-2017.