

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, August 11, 2017 – 10:00 A.M.
300 South Lake Avenue, Crandon, WI 54520**

Members Present: Bix, Cushing, Millan

Member(s) Absent: Tuckwell (Excused) (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 Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Dave Krug & Paula Dubiak, Board Members, ADRC-NW.

Public Comment & Introductions: There were none.

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

Approval of July 14, 2017 Executive/Personnel Committee Minutes: Cushing moved to approve the minutes of the July 14, 2017 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

Fiscal Agent Contract Update: Approximately \$179,000 is needed to fund the ADRC-NW payroll for a three-month period; this would include all the employees the ADRC-NW currently has plus the Forest County employees who are transferring to employment with the ADRC-NW. The Forest County Finance Committee has recommended to their full Board that Forest County agree to regularly advance the necessary funds to cover payroll and benefits until State reimbursement comes through. Wipfli, LLP could start doing the ADRC-NW payroll within the next few months.

Budget Planning for 2018: This item will be addressed at a later meeting.

May convene 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 did not go into Closed Session. Vilas County submitted an Intent to Leave the ADRC-NW as of 12/31/17. Oneida County will vote on this issue on August 15th.

The Committee will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session. No Closed Session; No Action Taken.

Employee Update: Jody Jensen, one of the ADRC Specialists in Forest County, is leaving her position and becoming the Director of the Forest County Social Services Department. Jason Kirker and Ann Erforth, current ADRC Specialists will now be covering Forest County and the Potawatomi Tribe. Kirker is a part time employee of ADRC of the Northwoods, and Erforth was a full-time employee for Oneida office.

Eventually Erforth would like to decrease her hours to part time once family care is complete. Oneida County will have to hire a full-time ADRC Specialist and has been given permission to advertise for that position. The Limited-Term Employee in Taylor County, who has completed Family Care enrollments, will continue as long as needed. She may work one day per week doing Medicaid applications. The Sokaogon Chippewa (Mole Lake) have hired an Aging & Disability Resource Specialist. -That person will be invited to all the ADRC-NW staffing and training sessions. However, she is not qualified do functional screens, so one of the ADRC-NW's Specialists will be doing them. Discussion has been held with Taylor County on staffing a part-time receptionist. If Taylor County hires a full-time person, the ADRC-NW half-time portion will be \$22,977.00 annually, and this includes benefits.

Update Regional Manager Report: This item will be addressed at the full Board of Directors meeting.

MOUs 2016-2017: Poe continues to work to get the various Memoranda of Understanding signed.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 10:29 A.M.

Handouts: Minutes of the July 14, 2017 Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meeting; Power Point on Advantages of Staying with the ADRC-NW; "Funds Needed to Cover Payroll Expenses Per Month".