

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
EXECUTIVE/PERSONNEL COMMITTEE  
Friday, April 7, 2017 – 10:15 A.M.  
100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Bix, Cushing (10:30 A.M.), Millan, Tuckwell

**Members Absent:** (NOTE: There is one vacancy on the Executive/Personnel Committee.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 10:15 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Melissa McLaughlin, Certified Public Accountant, Wipfli LLP.

**Public Comment & Introductions:** There were none.

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

**Approval of the Minutes of the March 3, 2017 Executive/Personnel Committee Minutes:** Tuckwell moved to approve the minutes of the March 3, 2017 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

**Staff Certification Fee Approval:** Schroeder was asked at a previous meeting to check with the member counties to find out if they pay for certification licensing fees for their employees. Forest and Oneida Counties do not pay for this certification; Taylor and Vilas Counties do. The Tri-County Human Services Consortium stated that they are starting to do it because it aids in staff retention. All ADRC-NW staff with certifications are keeping up their certifications; these include: Schroeder, Meeder, McMurry, and Nuernberger. Disability Benefit Specialist (DBS) Meeder was told by the previous Regional Manager that he could do the training for his professional counselor license during work hours. He uses this license in his ADRC-NW duties. None of the job descriptions say that a particular certification is required. However, in order to perform the functions of the Information & Assistance (I&A) position, the job description does say that Social Work experience is preferred. Each employee must perform social work duties. In order to do that, they must be a licensed social worker. The cost is \$91 for two years for the professional counselor license for the DBS and \$85 for two years for the social work license for the I & A Specialists. Cushing moved to pay for the professional counselor license for the Disability Benefit Specialist and the social work license for the Information & Assistance Specialists. Tuckwell seconded. All Ayes. Motion Carried.

**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. Specifically, under the (1) exception, the Committee will discuss the resignation of one ADRC employee, the hiring of Limited-Term Employees and possible contracting for an employee from another county.** Tuckwell moved to go into Closed Session; Cushing seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No – 0. The Committee went into Closed Session at 10:36 A.M.

**The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, the ADRC's position on the staff vacancies/openings.**

Cushing moved to return to Open Session; Tuckwell seconded. All Ayes. The Committee returned to Open Session at 11:01 A.M. Tuckwell moved to hire Jean Nuernberger and Nate Sackett as limited-term employees to assist with Family Care enrollments; Cushing seconded. All Ayes. Motion Carried. The ADRC-NW may have to hire additional limited-term employees and also pay overtime to current employees to get all eligible customers enrolled in Family Care by the deadline. It was noted that both Florence County and Marinette County have offered to assist the ADRC-NW with Family Care enrollments. This matter will be decided at a later date. It was also noted that Regional Manager Schroeder has reluctantly submitted her resignation.

**ADRC Cash Flow Recommendations Update:** A resolution to loan \$75,000 to the ADRC-NW for operating expenses at the beginning of the year is being presented to the Taylor County Board of Supervisors at its April meeting. Millan stated that Forest County will do whatever the other counties decide. The issue will be discussed by Vilas County on April 19<sup>th</sup>. Oneida County has stated that they would now like to be reinstated as the ADRC-NW Fiscal Agent. (They had previously requested termination of the contract as of December 31, 2016, and this request was granted.) Oneida County would now like the ADRC-NW to discontinue association with Wipfli as Fiscal Agent and hire Oneida County. Once the ADRC-NW makes a decision regarding this matter, Oneida County will decide what they are willing to do regarding the \$75,000 loan. Schroeder stated that things are going very well with WIPFLI and she didn't believe we should end our association with them. Millan stated that he will also discuss the funding issue with the Forest County Potawatomi.

**MOUs – 2016 & 2017:** This item will be discussed at the Aging & Disability Resource Center of the Northwoods Board of Directors meeting of April 7, 2017.

**Adjournment:** With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 11:02 A.M.

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Executive-Personnel Committee meeting of March 3, 2017; applications for limited-term employee positions,