

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Monday, May 1, 2017 – 1:00 P.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Cushing, Millan, Tuckwell

Members Absent: None. (NOTE: There is one vacancy on the Executive Committee.)

Call Meeting to Order: Chair Millan called the meeting to order at 1:00 P.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); David Krug, Chair, ADRC-NW Finance Committee. Present for part of the meeting were: Teresa Poe, Disability Benefit Specialist, ADRC-NW – Crandon Office; Don Meeder, Disability Benefit Specialist, ADRC-NW – Rhinelander Office.

Public Comment & Introductions: There were none.

Approval of the Agenda: Bix moved to approve the agenda; Cushing 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 conduct an Exit Interview with the current Regional Manager, approve payment of fringe benefits for the Regional Manager, review internal Regional Manager applications and possibly make a recommendation to the full Board of Directors, and approve procedures for the management of the ADRC-NW in the interim time period. ROLL CALL: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No – 0. **The Committee went into Closed Session at 1:02 P.M**

The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, payment of fringe benefits, the ADRC's position on the staff vacancies/openings and the management of the ADRC-NW. Bix moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 3:01 P.M.**

- 1) Cushing moved to pay out to Regional Manager Janell Schroeder a lump sum check for accumulated flex time in the amount of 135.75 hours. Tuckwell seconded. All Ayes. Motion Carried. Bix will send minutes to Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department, to authorize this payment.
- 2) Cushing moved to have Chuck Sekel, Director, Forest County Social Services Department, serve as Interim Regional Manager of the ADRC-NW until a permanent Regional Manager is hired; Bix seconded. All Ayes. Motion Carried.

Adjournment: With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 3:04 P.M.

Handouts: Interview questions for Regional Manager.