

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, June 2, 2017 – 10:00 A.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/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); Dianne Jacobson, Director, Oneida County Department on Aging; Joel Gottsacker, Deputy Director, Oneida County Department on Aging; Chuck Sekel, Director, Forest County Social Services Department, Melissa McLaughlin, Certified Public Accountant, Wipfli, LLP.

Public Comment & Introductions: Introductions were made.

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

Approval of the Executive/Personnel Committee Minutes of April 19, 2017, May 1, 2017, May 12, 2017, and May 23, 2017 Meetings: Cushing moved to approve the minutes of the April 19, 2017, the May 1, 2017, the May 12, 2017 and the May 23, 2017 Executive/Personnel Committee Meetings; Tuckwell seconded. All Ayes. Motion Carried.

May convene into Closed Session pursuant to Wisconsin Statutes 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 that performs services for the ADRC. Cushing moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Aye - 4; No – 0. **The meeting went into Closed Session at 10:02 A.M.**

May convene into Closed Session pursuant to Wisconsin Statutes 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 into Closed Session pursuant to Wisconsin Statutes 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 a proposed Fiscal Agent Contract between the ADRC and Oneida County.

May convene into Closed Session pursuant to Wisconsin Statutes 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 organizational structure and integration of Oneida/Vilas Counties' Departments on Aging & ADRC services.

The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session. Cushing moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 10:29 A.M.** No Action Taken.

ADRC Employer of Record Structure Change for DBS Position and Forest County Employees: Both the Disability Benefit Specialist (DBS) in Taylor County and the DBS in Oneida County are employees of the ADRC-NW. The DBS in Forest County is an employee of Forest County, although she does work in Vilas County also. Because the Forest County DBS position is now vacant because that person is now the Regional Manager of the ADRC-NW, it was thought that now would be a good time to move the DBS in Forest County to a position within the ADRC-NW. It would also make sense to have all the Forest County employees doing ADRC work become ADRC-NW employees. Cushing moved to have the new DBS hired as an ADRC-NW employee and to bring the other Forest County employees doing ADRC-NW duties over as ADRC-NW employees as of January 1, 2018. Tuckwell seconded. All Ayes. Motion Carried. Millan will work with the Forest County Board to ensure this happens in a smooth transition.

Approval of MOUs: These Memoranda of Understanding are not ready yet.

Letters & Communications: There were none.

Future Agenda Items: PTO reimbursement; payment of flex time to former Regional Manager; Fiscal Agent contract between Oneida County and the ADRC-NW; organizational structure; Employer of Record structure change for DBS position and Forest County employees; MOUs.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods will take place on Friday, July 14, 2017 in Rhinelander at a time to be determined.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 10:33 A.M.

Handouts: Minutes of the following Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee meetings: April 19, 2017; May 1, 2017; May 12, 2017, and May 23, 2017