

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, October 6, 2017 – 11:00 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Cushing, Millan, Tuckwell

Member(s) Absent: None. (NOTE: There is one vacancy on the Executive/Personnel Committee.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:00 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Tammy Queen, Director, Forest County Commission on Aging; Angela Beauchaine, Financial Services Supervisor, Oneida County Department of Social Services; Joel Gottsacker, Assistant Director, Oneida County Department of Aging.

Public Comment & Introductions: Introductions were made.

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

Approval of September 1, 2017 Executive Minutes & September 15, 2017 Executive/Finance Meeting

Minutes: Cushing moved to approve the minutes of the September 1, 2017 Executive/Personnel Committee meeting and the minutes of the September 15, 2017 Executive/Personnel and Finance Committee meeting. Tuckwell seconded. All Ayes. Motion Carried.

Update of Funding of Part-Time Receptionist in Taylor County: The Taylor County Budget Committee and the Taylor County Personnel Committee have recommended that the full Taylor County Board of Supervisors approve a Commission on Aging receptionist position at 30 hours/week. The ADRC-NW will pay for half this position at a cost of \$17,301 and will receive 50% of the services of this receptionist. No Action Taken.

Forest County Elder Benefit Specialist - Employee with the ADRC of the Northwoods: Poe and Forest County Commission on Aging Director Queen are working to develop a detailed contract for this position which will be taken over by the ADRC-NW. Forest County receives partial funding for this position from the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) in the amount of \$28,315 in addition to two other smaller grants, and Forest County must contribute \$3,125 in matching funds. The ADRC-NW will bill Forest County for this portion of the position's cost, and the rest will come from time reporting. No Action Taken.

Letter of Support – Oneida County: It was decided not to provide a letter of support at this time. No Action Taken.

Budget 2018: Insurance rates went up a small amount for 2018, and a 1.8% raise for employees has been proposed. Beauchaine will make appropriate changes in the proposed budget for review at the next meeting. In 2017 Oneida received \$23,119 for direct supervision of employees, and for 2018 they are requesting \$38,973. It was felt that this increase was not justified at this time. Vilas County and the Lac du Flambeau both requested the same amount for 2018 as they received in 2017. No Action Taken.

Update on MOUs: Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOAs) for previous years have been sent out to all partners, and Poe is awaiting approvals. Work is continuing on the 2018 MOUs and MOAs since changes will have to be made. No Action Taken.

Review Job Descriptions: Job descriptions were reviewed by the Board for Regional Manager, ADRC Specialist full- and part-time, Disability Benefit Specialist full- and part-time, Limited-Term Employee, Enrollment Counselor, and Administrative Assistant. The phrase “other duties as assigned” was added to all job descriptions. The following two paragraphs were also added to all descriptions:

The Aging & Disability Resource Center of the Northwoods is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the organization will provide reasonable accommodation to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.

This description documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties, or responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct, and monitor the work of employees under supervision.

Tuckwell moved to recommend to the full Board of Directors that they approve the job descriptions as presented; Cushing seconded. All Ayes. Motion Carried.

Letters & Communications: There were none.

Future Agenda Items: 2018 Budget, MOUs and MOAs, pay scales for receptionist in Taylor County and Forest County employees transferring to the ADRC-NW, others as needed

Adjournment: With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 11:25 A.M.

Handouts: Minutes of the September 1, 2017 Executive/Personnel Committee meeting; Minutes of the September 15, 2017 Executive/Personnel & Finance Committee meeting; Regional Manager job description; ADRC Specialist full- & part-time job descriptions; Disability Benefit Specialist full- & part-time job descriptions; Limited Term Employee job description; Enrollment Counselor job description; Administrative Assistant job description.