

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, January 06, 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 in attendance were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Ron Kressin, ADRC-NW Board Member. Arriving at 10:28 A.M. were Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; David Krug, ADRC-NW Board Member.

Public Comment & Introductions: There were none.

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

Approval of the December 16, 2016 Joint Executive/Personnel & Finance Committee Meeting

Minutes: Tuckwell moved to approve the minutes of the Executive/Personnel portion of the December 16, 2016 Joint Executive/Personnel & Finance Committee meeting; Cushing seconded. All ayes. Motion Carried.

Discussion of Elderly Benefit Specialist (EBS) Positions: There is a new interpretation from the State regarding federal match drawdown for the Elderly Benefit Specialist (EBS) position. They now feel that the ADRC-NW and its member counties may never have had the proper contractual relationship to allow this and that the EBSs would have to be employees of the ADRC-NW in order for the drawdown to be allowed. The ADRC-NW Attorney, Andy Phillips, does not agree with this interpretation. However, he has been unable to contact the relevant person at the State to discuss the matter more thoroughly.

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, the Committee will consider the Annual Performance Evaluation for the ADRC-NW Regional Manager. Also, the committee will consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, Personal Time Off (PTO) benefits on the part of a County employee that performs services for the ADRC-NW. Bix moved to go 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. Tuckwell seconded. Roll Call: Bix – Yes; Cushing – Yes; Millan – Yes; Tuckwell – Yes. Yes – 4; No – 0. **The Committee went into Closed Session at 10:14 A.M.**

Bix will check on step raise and have evaluation readied for signature by Millan and Schroeder.

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 to take formal action on any matter(s) discussed in Closed Session. Bix seconded. All Ayes. **The Committee returned to Open Session at 10:28**

A.M. After review of the Performance Evaluation of the Regional Manager, Cushing moved to approve a raise for the Regional Manager if the employee is currently below midpoint on the salary matrix; Bix seconded. All Ayes. Motion Carried. This is her annual performance review, and the raise should be retroactive to the anniversary of her date of hire. Bix will authorize the raise if the matrix permits it and formalize the evaluation for signature.

Part-Time Employee Holiday Pay Discussion: Beauchaine brought up the fact that the ADRC-NW Handbook may be ambiguous regarding how part-time employees are to be paid for holidays. Bix will add an example to the Handbook to show exactly how the computation is to be made.

Fiscal Agent Update: Schroeder and Millan signed the contract with Wipfli LLP so they are officially our Fiscal Agent as of January 1, 2017. However, Oneida County will finish out 2016 so that the ADRC-NW can have a clean audit. Oneida County will continue to advance funds to pay expenses through the first part of 2017. The Oneida County Financial Services Supervisor attended today's meeting and will continue to do so at no charge until their fiscal agent responsibilities are completed.

Confirm Next Meeting Date, Place & Time: Because three of the four members of the Executive/Personnel Committee will be out of town, the next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be in March.

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

Handouts: December 16, 2016 Joint Executive/Personnel & Finance Committee minutes; December 2016 Regional Manager Evaluation.