

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Wednesday, April 19, 2017 – 1:00 P.M.
100 West Keenan Street, Rhinelander, Wisconsin 54501**

Members Present: Bix, Cushing, Tuckwell

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

Call meeting to order: In the absence of Chair Millan, Vice-Chair Cushing called the meeting to order at 1:01 P.M. Other than Board Members, there was no one else present.

Public Comment & Introductions: There were none.

Approval of the Agenda: Bix moved to approve the agenda with five items; 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 a new Regional Manager, and the hiring of Limited Term Employees. Bix moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Cushing – Yes; Tuckwell – Yes. Yes – 3; No – 0; Absent – 1. **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, the ADRC's position on staff vacancies/openings. Bix moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 1:13 P.M.**

Cushing moved: 1) to initially post the Regional Manager position internally with a deadline for applications of 4:30 P.M., Friday, April 28, 2017; 2) to add "Review, verify, and approve all bills prior to payment" under the "Manage ADRC Operations and Resources" section; 3) to change the "People/Board Management" section so that item 2 reads "Directly supervise Taylor County ADRC Specialist positions as well as 1.6 Disability Benefit Specialists"; 4) to make minor changes to the ADRC advertisement before posting it internally; 5) to only post the position externally if no qualified candidate applies from within the organization. Tuckwell seconded. All Ayes. Motion Carried.

Adjournment: Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 1:14 P.M.

Handouts: There were none.