

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Tuesday, May 23, 2017 – 2:00 P.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Millan, Tuckwell

Member(s) Absent: Cushing (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 2:00 P.M. Also present was Terese Poe, Disability Benefit Specialist, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Crandon Office.

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

Closed Session

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 Board will discuss the salary and fringe benefits of the Regional Manager. Bix moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Millan – Yes; Tuckwell – 3. Yes – 3; No – 0; Absent - 1. **The Committee went into Closed Session at 2:01 P.M.**

The Committee will return to Open Session and may take formal action on any matter(s) discussed in Closed Session. Bix moved to return to Open Session; Tuckwell seconded. All Ayes. **The Committee returned to Open Session at 2:37 P.M.**

Bix moved to hire Terese Poe as the new ADRC-NW Regional Manager, starting at Step 3 on the ADRC-NW Salary Matrix, going to Step 4 upon successful completion of the probationary period, going to Step 5 upon successful completion of her first-year evaluation. The motion went on to provide for four weeks' vacation, two personal days, ten regular holidays, one sick leave day per month. She will be given the family insurance program. Her start date will be Wednesday, May 24, 2017; and she will work out of the Crandon satellite office. There will be no accumulation of "comp time" or "flex time". Tuckwell seconded the motion. All Ayes. Motion Carried. It is noted that Don Meeder, Disability Benefit Specialist located in Oneida County, will cover Oneida and Vilas counties during the transition period, leaving Poe with Forest County in addition to her new duties as Regional Manager. Poe's current accumulated comp time and sick leave will be paid out by Forest County.

Adjournment: Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 2:42 P.M.

Handouts: ADRC of the Northwoods 2017 Wage Scales