

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS – EXECUTIVE/PERSONNEL COMMITTEE

Tuesday, April 23, 2013 – 1:00 P.M.

Rhinelanders Satellite Office, 100 West Keenan Street, Rhinelanders, Wisconsin

Members Present: Bix, Millan, Ritchie, Teichmiller

Members Absent: Chapman

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:05 P.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

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

Approval of the Minutes of the March 19, 2013 Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the March 19, 2013 Executive/Personnel Committee Meeting; Ritchie seconded. All Ayes. Motion Carried.

EBS Wage Increase: Currently the Forest County Elder Benefit Specialist receives \$15.24/hour. A request has been made by Forest County to raise that to \$16.20/hour. Committee Members were concerned that if we do it for one county, we will be asked to do it for all counties. There was also a question of whether or not we can actually authorize a change in wage for this county position. Parkkila will gather more information and bring it back to the Committee. No Action Taken.

Reception Position Budget Sustainability: Mary Rideout, the Oneida County Social Services Department Financial Services Manager, has stated that the ADRC-NW can sustain at least a part-time receptionist position in Crandon. Before proceeding, the Committee felt it needed more information on funding streams and hours needed. There is also a question of equity – will the other counties want the same position and hours? The Committee was also interested in what percentage of the Regional Supervisors' salaries was paid by the administrative line item of the ADRC-NW budget. Parkkila will get this information and report back to the committee. No Action Taken.

ADRC-NW By-Laws Change: There is no change necessary at this time. No Action Taken.

Contracting for Temporary Services: A former ADRC Specialist is available to work part-time to cover the office when regular staff Specialists are attending regional meetings, training, or conferences. There were questions concerning whether this person would be a part-time employee of the ADRC-NW or an employment agency, whether the position is actually needed, whether the receptionist could take messages and have Specialists get back to clients, and what other ADRCs are doing in this regard. Parkkila will gather information on these items and report back to the committee. No Action Taken.

ADRC Board Recruitment & Orientation: Committee Member Bix is working on Board Recruitment ideas and a Board Orientation Manual. She asked the Committee for suggestions and will continue to work on this issue. No Action Taken.

ADRC Personnel Policies & Procedures: A number of changes to the ADRC-NW Personnel Policy were suggested. These included flexibility for exempt employees, flex time for non-exempt employees regarding working hours before and after regular work hours, leaves of absence, reporting requirements, and Health Reimbursement Arrangement (HRA) benefits. The Committee would like more information concerning these issues. No Action Taken.

Teichmiller left the meeting at 2:18 P.M.

ADRC Meeting Policy: The Committee reviewed the proposed meeting policy and made some changes. Parkkila will present the revised policy at the next Executive/Personnel Committee meeting for final review. No Action Taken.

Long-Term Care Functional Screen Policy & Process: Bix moved to recommend to the full Board that it approve the Long-Term Care Functional Screen Policy & Process; Ritchie seconded. All Ayes. Motion Carried.

Future Agenda Items: EBS Wage Increase, Reception Position Budget Sustainability, Contracting for Temporary Services, ADRC Personnel Policies & Procedures, ADRC Meeting Policy.

Set Next Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be at the call of the Chair.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 2:45 P.M.

Handouts: Minutes of the March 19, 2013 Executive/Personnel Committee meeting; Aging & Disability Resource Center of the Northwoods Employee Hiring, Classification, Compensation, and Benefit Policy; Long-Term Care Functional Screen Policy & Process; Proposed Policy on Effective Meeting Principles – March 22, 2012.