

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, September 7, 2018 – 11:00 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Cushing, Tuckwell

Member(s) Absent: None (NOTE: There are two vacancies on the Executive/Personnel Committee.)

Call Meeting to Order: Vice-Chair Cushing 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); Catherine Lemke, ADRC-NW Board of Directors; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Jill Zagar Kettlewell, Forest County Board of Supervisors.

Public Comment and Introductions: Introductions were made.

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

Approval of August 17, 2018 Executive/Personnel Committee Minutes: Tuckwell moved to approve the minutes of the August 17, 2018 Executive/Personnel Committee minutes; Cushing 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 to consider current and former employees who have received compensation for pro-rated benefits. Bix moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Cushing – Yes; Tuckwell – Yes. Yes – 3; No – 0. **The Committee went into Closed Session at 11:22 A.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. Motion Carried.

The Committee returned to Open Session at 11:27 A.M. In the Employee Handbook, there was some confusion over payouts of accrued but not yet earned vacation. Bix moved to allow the three employees involved to have the payout of accrued but not yet earned vacation and personal time; Tuckwell seconded. All Ayes. Motion Carried.

Sub-Committee on Re-Organization Report: Recommendations for Restructuring the ADRC-NW after January 1, 2019: Insurance – The Sub-Committee is recommending that if an employee can obtain credible insurance through a partner or spouse, the ADRC-NW will pay \$500/month as an incentive for the employee to do so. If an employee or partner is eligible for Medicare, the ADRC-NW will pay \$250/month as an incentive to insure with Medicare. **Board Composition** – The new ADRC-NW Board of Directors will have eight members, which means that two more individuals (who are not elected officials) will need to be recruited. The Sub-Committee recommended that the total number of Directors be set at nine. **Board Committees** – The Sub-Committee will recommend to the full Board of Directors that the new committee structure after January 1, 2019 consist of only two committees, Executive/Personnel and Finance. The Program Evaluation Committee duties would be distributed to

the other two committees. **Election of Officers** – The Sub-Committee is recommending a slate of officers for the new Board to consist of Richard Ackley as Chair, Paula Dubiak as Vice Chair, and Miki Bix as Secretary. Bix moved to endorse the Sub-Committee’s recommendations and present them to the full Board of Directors. Tuckwell seconded. All Ayes. Motion Carried.

Application for New Contract with the State of Wisconsin: The application to the State cannot be completed until the ADRC-NW learns the status of the Lac du Flambeau. The inclusion resolutions, which the county and tribal entities must pass, are also in limbo for the same reason.

Proposed Budget for 2019: Poe cannot finalize the 2019 ADRC-NW budget until the status of the various entities is determined.

Quote on Moving Server to Crandon: RMM Solutions has not submitted the quote.

Handbook Changes: The following changes to the Employee Handbook are proposed: **6.1 Health Insurance.** Within an employee’s first ninety (90) days of employment, all employees who work 30 or more hours per week will be offered a ~~fully compliant~~ health insurance plan at an affordable premium rate. As allowed by applicable State and Federal laws and ADRC-NW budgetary factors, ADRC-NW will evaluate and offer as feasible and appropriate, complimentary benefits. ~~such as Health Reimbursement Arrangements (HRAs) and/or Health Savings Accounts (HSAs) to all eligible employees. Pending the finalization of regulations and full implementation of Healthcare Reform, offered health insurance benefits may change from time to time.~~ ADDED PORTION: Employees who elect **not** to take the ADRC-NW insurance plan, and instead go with credible coverage from a spouse or partner, will receive an incentive of \$500/month after showing proof of coverage. Employees who are eligible for, or have a spouse or partner eligible for, Medicare, and who elect to take Medicare instead of the insurance offered by the ADRC-NW, will receive \$250/month as an incentive.

~~**6.5 Health Care Reform.** The ADRC-NW will keep you informed about any important future and developing provisions of the Health Care Reform legislation that affect our offered benefits. For an explanation of health coverage options available to you under the Affordable Care Act, please refer online to www.healthcare.gov.~~ Cushing moved to recommend these changes to the insurance section of the Employee Handbook to the full Board of Directors. Tuckwell seconded. All Ayes. Motion Carried.

Future Agenda Items: As Needed.

Adjournment: With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting adjourned at 11:29 A.M.

Handouts: Minutes of the August 17, 2018 Executive/Personnel Committee meeting; minutes of the August 30, 2018 Sub-Committee on Re-Organization meeting; proposed changes to the Employee Handbook.