

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

Thursday, December 13, 2018 – 11:00 A.M.

100 West Kennan Street, Rhinelander, WI 54501

Members Present: Ackley, Bix, Dubiak, Lemke, Tallier, Tuckwell, Weyers

Member(s) Absent: Cushing (excused)

Call Meeting to Order: Chair Ackley called the meeting to order at 11:03 A.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comments and Introductions: There were none.

Approval of the Agenda: Weyers moved to approve the agenda with seven items; Dubiak seconded. All Ayes. Motion Carried.

Approval of the Minutes of the November 2, 2018 Executive/Personnel Committee Meeting: Dubiak moved to approve the minutes of the November 2, 2018 Executive/Personnel Committee meeting; Tallier seconded. All Ayes. Motion Carried.

Subcommittee Report: The Subcommittee approved the following: 1) The budget for 2019 totaling \$678,734. This budget includes a 2% wage increase for employees, and it is set at a 39% federal drawdown rate. Wages and benefits for the part-time administrative assistant in Taylor County increased from \$17,500 to \$17,898. The Disability Benefit Specialist in Forest County is budgeted at 24 hours per week. 2) The application to the State for the ADRC-NW's new structure. 3) Changes in the ADRC-NW Bylaws reflecting the new structure. 4) A Bring Your Own Device (BYOD) Policy so that employees can use their personal cell phones on the job rather than having the ADRC-NW purchase cell phones for them. Charges for business use can be filtered out, and the employees can be reimbursed for those charges. Confidentiality will be maintained. 5) A lease agreement with Forest County covering the ADRC-NW offices in Crandon. 6) An Intergovernmental Cooperation Agreement with Taylor County for the services of a part-time administrative assistant. 7) Approval of a contract with WIPFLI CPAs for fiscal agent services at the same rate as 2018.

Future Agenda Items: This is the last meeting of this Executive/Personnel Committee. The newly organized Executive/Personnel Committee will take up items as needed.

Adjournment: Dubiak moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 11:05 A.M.

Handouts: Minutes of the November 2, 2018 Executive/Personnel Committee meeting; 2019 ADRC of the Northwoods Budget Worksheet; Revised Bylaws of the ADRC of the Northwoods; State application for 2019; BYOD Policy; Lease Agreement with Forest County; Intergovernmental Cooperation Agreement for Administrative Assistant Services with Taylor County; WIPFLI Agreement for Professional Services.