

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, February 15, 2019 – 12:00 Noon
Medford Public Library, 400 North Main Street, Medford, WI 54451**

Members Present: Ackley, Bix, Dubiak

Member(s) Absent: None

Call Meeting to Order: Chair Ackley called the meeting to order at 12:04 P.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Catherine Lemke, ADRC-NW Board Member, and Sharon Myers, new member, ADRC-NW Board of Directors.

Public Comment & Introductions: Introductions were made.

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

Approval of the Executive/Personnel Committee Minutes of December 13, 2018: Dubiak moved to approve the minutes of the December 13, 2018 Executive/Personnel Committee meeting; Lemke seconded. All Ayes. Motion Carried.

Update on Application: Regional Manager Poe reported that on February 2, 2019 she received an email stating that our application with the State has been approved.

Carryover Funds: The ADRC-NW will have \$153,819 in carryover funds for the 2018 fiscal year, primarily because the budget was set at 40% but actual time reporting recovery was 44%. Also the Lac du Flambeau did not fill their Specialist position from August to the end of the year. Bix moved to recommend to the full Board of Directors that it direct the Regional Manager to divide the carryover funds by six because the ADRC-NW had six entities in 2018. Each share would be \$25,636. **Each entity would then receive an amount equal to the number of entities it has as of January 1, 2019. The Oneida ADRC would receive one share, the Vilas County ADRC one share and Lac du Flambeau one share.** The ADRC-NW would receive three shares – one for Forest County, one for Taylor County, and one for the Potawatomi. Dubiak seconded. All Ayes. Motion Carried.

Credit Card Policy: Several of the ADRC-NW's vendors will only accept credit card payments. Lemke moved to increase the maximum purchasing amount to \$6,000 and to make several small procedural changes to the Credit Card Policy. Dubiak seconded. All Ayes. Motion Carried.

Future Agenda Items: Starting March 2019, the Executive/Personnel Committee will be disbanded. Committee business will be conducted at the full Board of Directors meeting. This change was the result of the new ADRC-NW Board being much smaller.

Adjournment: With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 12:18 P.M.

Handouts: Minutes of the ADRC-NW Executive/Personnel Committee meeting of December 13, 2018; draft Credit Card Policy.