

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS – EXECUTIVE COMMITTEE

Thursday, May 17, 2012 – 12:00 Noon

Oneida County Department on Aging – 100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Millan Teichmiller

Members Absent: None

Call Meeting to Order: Chair Teichmiller called the meeting to order at 12:00 Noon. Also present were Pam Parkkila, ADRC of the Northwoods Regional Manager, and Dave Krug, ADRC of the Northwoods Board Member.

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

Grievance Procedure: The Committee reviewed the Employee Grievance Policy: Terminations/Discipline and Workplace Safety Policies and Procedures; Appendix A: the Discipline/Termination Grievance Form; Appendix B: Unsafe Condition or Hazard Report; Appendix C: Workplace Safety Grievance Form, and Appendix D: Grievance Procedure Appeal Form. These forms had previously been reviewed by Attorney Andy Phillips. Millan moved to recommend to the full ADRC Board that they approve these policies and procedures as presented; Bix seconded. All Ayes. Motion Carried.

Board Policies: The Committee then reviewed the following policies as approved by the Office of Resource Center Development (ORCD): Complaint and Appeal Policy and Procedure, Confidentiality Policy, Information & Assistance Follow-Up, and Conflict of Interest. Millan moved to recommend to the full ADRC Board that they approve these policies and procedures as presented; Bix seconded. All Ayes. Motion Carried.

Closed Session: Bix moved to go into Closed Session under Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Millan seconded. Roll Call: Bix – Yes; Millan – Yes; Teichmiller – Yes. Yes - 3; No – 0. The Committee went into Closed Session at 12:23 P.M.

Move into Open Session to Consider any Matters from Closed Session: Bix moved to return to Open Session; Millan seconded. All Ayes. The meeting returned to Open Session at 12:42 P.M.

Bix moved to recommend to the full ADRC Board that it confirm the offer for the Disability Benefit Specialist at \$42,500 annually to Don Meeder. The offer includes reimbursement for hours spent completing 40 hours of online training. Millan seconded. All Ayes. Motion Carried.

Millan moved to recommend to the full ADRC Board that it offer I & A positions at \$48,756 annually to two individuals in Medford; Bix seconded. All Ayes. Motion Carried.

Millan moved to recommend that the ADRC Regional Manager approach Forest County to employ the two Medford I & A workers with the proviso that the ADRC of the Northwoods would be responsible for any Unemployment Compensation. Bix seconded. All Ayes. Motion Carried.

Millan moved to recommend to the full Board that Parkkila, Meeder, and the two I & A employees in Medford have three weeks' vacation instead of two. Bix seconded. All Ayes. Motion Carried.

Bix moved to recommend that the Regional Manager approach Vilas County and ask that they reclassify their I & A positions to bring them in line with the wage scale for the other counties in the ADRC of the Northwoods. Millan seconded. All Ayes. Motion Carried.

Bix moved to recommend that Parkkila be the supervisor for Mary Peterson, the new I & A worker for the Lac du Flambeau Tribe. Millan seconded. All Ayes. Motion Carried.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 12:56 P.M.

Handouts: Salary and Fringe Chart; Policies and Procedures: Conflict of Interest, Information and Assistance, Confidentiality and Staff Agreement, Complaint and Appeal; Board Grievance Policy and Procedure.