

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –  
EXECUTIVE COMMITTEE**

Friday, July 6, 2012 – 1:00 P.M.

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

**Members Present:** Bix, Millan, Ritchie, Teichmiller

**Members Absent:** None

**Call to Order:** Chair Teichmiller called the meeting to order at 1:00 P.M. Also present was ADRC Regional Manager Parkkila.

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

**Approval of Minutes of May 4, 2012 and May 17, 2012 Executive Committee Meetings:** Millan moved to approve the minutes of the May 4, 2012 and the May 17, 2012 Executive Committee Meetings; Bix seconded. All Ayes. Motion Carried.

**Employee Conduct and Corrective Action Policy and Procedure:** The Committee reviewed the Employee Conduct and Corrective Action Policy and Procedure.

**Performance Review Policy and Procedure:** The Committee reviewed the Performance Review Policy and Procedure.

**Employee Expense Reimbursement Policy and Procedure:** The Committee reviewed the Employee Expense reimbursement Policy and Procedure.

Ritchie moved to accept and recommend for full ADRC Board approval the Employee Conduct and Corrective Action Policy and Procedure, the Performance Review Policy and Procedure, and the Employee Expense Reimbursement Policy and Procedure with minor revisions that Parkkila and Bix will make. Millan seconded. All Ayes. Motion Carried.

**Review of Transition Period for Forest County Staff Member Transitioning to ADRC**

**Specialist Role:** Jody Jensen is currently working for the Forest County Social Services Department but applied for and was accepted for the ADRC Specialist position in that county. Chuck Sekel, Forest County Director of Social Services, has requested that Jensen be allowed to gradually transition to her new position so as to cause a minimum of disruption to the Department. Millan moved to allow Jody Jensen to transition to her new position of ADRC Specialist over a period not to exceed sixty days; Ritchie seconded. All Ayes. Motion Carried.

**Consider Increase in Hours for DBS Position in Forest County from 35 Hours to 40 Hours:**

Parkkila is requesting an increase in hours for the Forest County Disability Benefit Specialist (DBS) from 35 to 40 hours per week for two reasons: 1) Because of the distances involved, the employee must spend a considerable amount of time traveling in order to meet with clients. With only 35 hours per week available, the employee does not have enough time to complete all

duties of the position. 2) The other DBS works 40 hours per week, and it was felt the two identical positions should be consistent. Ritchie moved to increase the hours of the Forest County Disability Benefit Specialist from 35 to 40 hours per week; Millan seconded. All Ayes. Motion Carried.

**Review MOUs related to Contract with Vilas County Social Services and Protective Service Referrals:** Parkkila created the Memorandum of Understanding (MOU) related to the contract between Vilas County Social Services and the ADRC to cover protective service referrals; our attorney, Andy Phillips then reviewed it. The ADRC of the Northwoods should be able to use this MOU as a template for MOUs covering the other counties in the consortium. What is not known is what changes, if any, need to be made to the MOU for it to be used with the Tribes. Parkkila will check into this. Ritchie moved to accept this Memorandum of Understanding and recommend that the full ADRC Board approve it; Millan seconded. All Ayes. Motion Carried.

**Confirmation of Employment - Medford Employees:** Parkkila reported that two Taylor County Human Services employees have accepted employment with the ADRC of the Northwoods. Kris McMurray will start on July 23, 2012; Sue Nuernberger will start July 25.

**Adjournment:** With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. Motion Carried.

**Handouts:** May 4, 2012 and May 17, 2012 minutes from the ADRC Executive Committee meetings; Employee Conduct and Corrective Action Policy and Procedure; Performance Review Policy and Procedure; Employee Expense Reimbursement Policies and Procedures; Memorandum of Understanding Between Vilas County Social Services and Aging and Disability Resource Center of the Northwoods; Employee Hiring, Classification Compensation and Benefits.