

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

Monday, October 8, 2012 – 1:00 P.M.

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

Members Present: Bix, Chapman (arrived at 1:07), Millan, Ritchie,
Teichmiller

Members Absent: None

Call to Order: Chair Teichmiller called the meeting to order at 1:04 P.M. Also present were Pam Parkkila, Regional Manager of the Aging & Disability Resource Center of the Northwoods (ADRC-NW), Dianne Jacobson, Director of the Oneida County Department on Aging (until 1:25), and Mary Rideout, Oneida County Social Services Department Financial Services Manager. Buck Rhyme of RR Consultants was present through a conference call from 1:25 P.M. until 1:58 P.M.

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

Approval of the Minutes of the September 17, 2012

Executive/Personnel Committee Meeting: Millan moved to approve the minutes of the September 17, 2012 Executive/Personnel Committee meeting; Bix seconded. All Ayes. Motion Carried.

Conference Call to discuss Regional Manager Job Description and Evaluation Tool with Buck Rhyme: A conference call was made to Buck Rhyme of RR Consulting at 1:25 P.M. The call lasted until 1:58 P.M.

Regional Manager Job Description: The proposed job description was discussed by members of the committee, the regional manager, and Rhyme. Committee Members had concerns about items in the old job description being omitted from the new one. There was also concern about the upcoming job evaluation of the regional manager being done under a new job description rather than the job description that was in effect when she was hired. It was decided that the six-month evaluation

will be done soon using the original job description. Rhyme and Parkkila will work on developing a new job description incorporating more items from the old job description and blending the two into a more comprehensive and cohesive unit. It is hoped they can present the blended version to the Committee in November and that it can be used for the annual evaluation. No action taken.

Regional Manager Evaluation Tool: Because of the changes to the proposed job description, the evaluation tool based on that job description will also have to be revised. The idea of dividing the tool into specific areas of concentration was felt to be a good one. The Committee wants to have a 360-degree evaluation done on an annual basis. This would entail getting input from staff, supervisors, clients, the Board, and some outside individuals who work closely with the ADRC-NW. Rhyme and Parkkila will continue to work on this. No action taken.

ADRC of the Northwoods Employee Raises – Budget Year 2013: The Committee reviewed the employee cost portion of the 2012 budget as well as 1%, 3%, and 5% costs for raises in the 2013 budget. Chapman reported that the Lac du Flambeau Tribe will be giving 2.75% across-the-board raises next year. After further discussion, Ritchie moved to have Rideout check with the remaining five jurisdictions to see what wage increases they are planning to give their employees and report that information to the Finance Committee for its next meeting. Millan seconded. All Ayes. Motion Carried.

ADRC Full Employment Options: Currently four employees (the Regional Manager, one of the Disability Benefit Specialists, and the two Taylor County ADRC Specialists) are employed by the ADRC-NW, and the remaining ten employees are employed by the various underlying jurisdictions. The phrase “full employment options” refers to having all employees directly employed by the ADRC-NW. Teichmiller reported that Vilas County is concerned about the County’s liability for Unemployment Compensation as well as the large disparity among the pay scales for the various jurisdictions. Parkkila felt that the current situation allows for maintaining closer contact with the counties and tribal units. In addition, potential employees seem to feel that having a county job is more secure. Another issue under the full employment option concerns who would

supervise all the employees – would this fall to the regional manager or would the ADRC-NW contract with the jurisdictions to provide this service? Bix mentioned the fact that unless there is a particular relationship between the jurisdictional aging departments and the ADRC-NW, those jurisdictions cannot draw down Federal dollars through 100% time reporting. Teichmiller asked that this be more fully researched. Millan moved to table this item until the next meeting of the Executive/Personnel Committee; Chapman seconded. All Ayes. Motion Carried.

Short-Term Care Management Policy: The State of Wisconsin requires ADRCs to limit short term service coordination so that it will not interfere with the center's ability to provide other ADRC contract-required services. For that reason, short term service coordination should be time limited, not to exceed 60 days. Chapman moved to approve the Short Term Care Management Policy as required by the State of Wisconsin; Bix seconded. All Ayes. Motion Carried.

Move to Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility: Bix moved to go into Closed Session under Sec. 19.85 (1) (c) for the purpose of considering 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, Chapman – Yes; Millan – Yes; Ritchie – Yes; Teichmiller – Yes. Yes-5; No-0. The Committee went into closed session at 2:22 P.M.

Move to Open Session: Bix moved to return to Open Session; Millan seconded. All Ayes. The meeting returned to Open Session at 2:27 P.M. There was no action taken in Closed Session.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at a 2:28 P.M.