

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Crandon Satellite Office – 300 South Lake Street - Crandon, WI 54520
Wednesday, May 23, 2013 – 11:30 A.M.**

Members Present: Bix, Millan, Ritchie, Teichmiller

Members Absent: Chapman

Call to Order: Chair Teichmiller called the meeting to order at 11:30 A.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the April 23, 2013 Executive Committee: Millan moved to approve the minutes of the April 23, 2013 Executive Committee meeting; Ritchie seconded. All Ayes. Motion Carried.

EBS Wage Increase: The ADRC-NW cannot fund a wage increase for the Forest County Elderly Benefit Specialist at this time. This funding will not be even theoretically possible until all our contractual obligations with the Office of Resource Center Development (e.g., a receptionist presence in all county satellite offices) are met.

Reception Position: The Committee reviewed a chart showing the cost of a receptionist in the Forest County Satellite Office: 20 hours per week: cost for first six months \$19,364.80; cost after six months \$21,668.57. The increase in cost after six months is due to the increase in benefit eligibility after the probationary period is met. 25 hours per week: cost for first six months \$24,206.00; cost after six months \$27,110.72. 28 hours per week: cost for first six months \$27,110.72; cost after six months \$30,354.01. Parkkila reported that she would like the receptionist to also perform some administrative duties for the region. Millan moved to hire a receptionist for the Forest County Satellite Office at \$19,364.80 for the first six months and \$21,668.57 thereafter, to have local conditions determine when the 25 hours of service would be used, and to review the situation in six months. Ritchie seconded. All Ayes. Motion Carried.

Short-Term Service Coordination Policy: Millan moved to approve the Short-Term Service coordination Policy with some minor grammatical changes; Ritchie seconded. All Ayes. Motion Carried.

Follow-Up Policy: Millan moved to approve the Follow-Up Policy with some minor grammatical changes; Ritchie seconded. All Ayes. Motion Carried.

Future Agenda Items: Handbook, Regional Manager Evaluation, Meeting Policy.

Set Next Meeting Date & Place: The next meeting of the ADRC-NW Executive Committee will be at the call of the Chair.

Adjournment: With no further business, Bix moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 12:07 P.M.

Handouts: Minutes of the April 23, 2013 Executive Committee meeting; Reception Position cost breakdown; Short-Term Service Coordination Policy & Procedures; Follow-Up Policy & Procedures.