

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
NOMINATING & HUMAN RESOURCES MEETING**

February 22, 2018

**PRESENT:** Larry Epstein, Patricia Finder-Stone, Bev Bartlett, Mary Derginer, Mary Johnson, Debi Lundberg

**EXCUSED:** Tom Smith

**ALSO PRESENT:** Devon Christianson, Christel Giesen, Debra Bowers

The meeting was called to order by Chairperson Epstein at 8:01 a.m.

**PLEDGE OF ALLEGIANCE**

**ADOPTION OF AGENDA:** Ms. Finder-Stone/Ms. Bartlett moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF November 9, 2018:**

Ms. Finder-Stone/Ms. Lundberg moved to approve the minutes of the November 9, 2018 Nominations and Human Resource Committee meeting. **MOTION CARRIED.**

**ENTER INTO CLOSED SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Finder-Stone/Ms. Bartlett made a motion to move into closed session at 8:05 a.m.

**RETURN TO OPEN SESSION:** Pursuant to 19.85 (1) of Wisconsin Statutes a closed session was held considering employment, promotion, compensation or performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility.

Ms. Lundberg/ Ms. Johnson moved returning to open session at 8:26 a.m. **MOTION CARRIED.**

Ms. Christianson reviewed the history and proposed position changes including county class and compensation plans and agency growth.

- a. **Position Change: Administrative Services Coordinator** – Ms. Lundberg / Ms. Bartlett made a motion to eliminate the Administrative Services Specialist position and add the Administrative Services Coordinator position as proposed. **MOTION CARRIED.**
- b. **Approve Job Descriptions:** ADRC Program Coordinator, Switchboard/Receptionist, Facilities/Placement Coordinator – Ms. Johnson / Ms. Lundberg made a motion to approve the changes to the titles and positions as proposed. **MOTION CARRIED.**
- c. **Review and Approval of table of organization changes** – Ms. Derginer /Ms. Johnson made a motion to approve the changes to the table of organization as proposed. **MOTION CARRIED.**

**ADJOURN:** Ms. Bartlett/Ms. Johnson moved to adjourn. The meeting adjourned at 8:27 a.m. **MOTION CARRIED.**

Respectfully submitted,

Christel Giesen  
Assistant Director