**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY NOMINATING & HUMAN RESOURCES MEETING** **September 13, 2017**

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

**EXCUSED:**

**ALSO PRESENT:** Devon Christianson, Debra Bowers, Laurie Ropson, & Kristin Willems.

The meeting was called to order by Mr. Epstein at 3:05 P.M.

**ADOPTION OF AGENDA:**

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF THE MINUTES OF THE NOMINATIONS AND HUMAN RESOURCES COMMITTEE April 14, 2016:**

Ms. Johnson/Ms. Bartlett moved to approve the minutes of the Nominations & Human Resources Meeting April 14, 2016.

**REVIEW AND APPROVAL OF POSITIONS AND TABLE OF ORGANIZATION CHANGES**
Ms. Christianson informed the committee of the resignation of Sandy Groeschel in the Nutrition/Volunteer Coordinator position. Ms. Christianson explained that when an employee leaves the agency, the position and duties are reviewed for efficiency and updates are made if appropriate. Ms. Christianson explained the newly opened Grounded Café' requires additional time and oversight from this position. In addition, changes in staff and volunteers in the Home-Delivered meal program including De Pere and Denmark locations have required the need for the Nutrition Coordinator and Nutrition Assistant to assist with packing and delivering meals. It was also determined that much of the time spent supporting the ADRC volunteers is administrative in nature. For example, annually updating and tracking HIPAA, Conflict of Interest and Confidentiality requirements for over 450 volunteers. Ms. Christianson also reported that each department is responsible for training their volunteers but each requires support in initial interviews to determine areas of interest for volunteers and then onboarding/orienting new volunteers to the agency. Ms. Christianson is therefore recommending the addition of an Office Assistant to take over administrative duties of the volunteer program. This person will also develop a plan to recruit volunteers using social media and other tools. In addition, Ms. Christianson is recommending approval for an additional part-time home-delivered meal driver position. This is would be more efficient than pulling more expensive resources.

Ms. Bowers referred to a handout indicating the annual budget impact summary for both positions for the remainder of 2017 and all of 2018. Ms. Bowers explained that due to the increased revenue from MCO's for meals provided to customers through Long Term Care program allows the availability for these positions from a budget perspective.

Additional discussion ensued. Ms. Christianson demonstrated the organizational structure for the Nutrition and administrative departments.

a) Office Assistant: Volunteer Support

Ms. Relich/Ms. Derginer moved to approve the additional Office Assistance positon. **MOTION CARRIED.**

All present decided to make a separate motion for approval of the HDM Driver position as per discussed above.

b) HDM Driver:

Ms. Johnson/Ms. Lundberg moved to approve the additional HDM Driver position. **MOTION CARRIED.**

**ADJOURN:** Ms. Lundberg/Ms. Derginer moved to adjourn. The meeting adjourned at 4:08 p.m. **MOTION CARRIED.**

Respectfully submitted,

Kristin Willems, Administrative Specialist