

PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY PERSONNEL COMMITTEE

August 18, 2011

PRESENT: Keith Pamperin, Pat Finder-Stone, Lisa Van Donsel
Tom Diedrick (By Phone)

ALSO PRESENT: Sunny Archambault

EXCUSED: Libbie Miller

The meeting was called to order at 3:45 p.m. on Thursday, August 18, 2011 by Chairperson Diedrick.

ADOPTION OF AGNEDA: Ms. Finder-Stone moved and Mr. Pamperin seconded to adopt the agenda. **Motion Carried.**

APPROVAL OF MINUTES: Ms. Van Donsel questioned why the H1N1 policy was so specific for a flu strain and was not more inclusive of other potential pandemic situations. Ms. Archambault stated that the agency's policies and procedures were now being reviewed and this issue would be examined during this process. Ms. Finder-Stone moved and Mr. Pamperin seconded to approve the minutes. **Motion Carried.**

ADRC SUCCESSION PLAN: Ms. Archambault stated that this plan was based on the format of one recently adopted by Options. She added that Option's Succession Plan was very comprehensive and needed only minor changes to reflect the needs of the ADRC.

Key components of the plan include: Planning and Preparation; General Guidelines; Emergency Succession Plan for temporary and permanent situations; and Planned Director Replacement. Detailed activities for the selection and hiring process were addressed. Initial steps included activities to determine the role of the current Director in the selection process and the determination of whether to recruit internally and/or externally. Activities for both internal and external recruitment were detailed, as well as the activities related to the hiring process. A "Change of Director Audit Checklist" was also reviewed. Ms. Finder-Stone stated that it was reassuring to see that the Board and staff were working toward a smooth and positive change in leadership. Ms. Finder-Stone moved to recommend to the ADRC Board that the Succession Plan be adopted. Ms. Van Donsel seconded. **Motion Carried.**

REVIEW OF DIRECTOR'S JOB DESCRIPTION: Ms. Archambault stated that Ms. Van Donsel had requested that the Assistant Director's job description also be available and asked what were the major differences were between the two. Ms. Archambault explained that the job

description of the Assistant Director included more supervisory responsibilities of the Information & Assistance staff. She added that the job descriptions had just been reviewed and updated and that core competencies for these positions had been identified.

For the Director's position, core competencies include: Demonstrated knowledge of aging and disability programs at the federal, state, and county level; demonstrated skills in managing professionals, developing new programs, monitoring budgets and leading change; and demonstrated skill in developing and nurturing community partnerships, creating positive community relationships for the ADRC and the consumers served.

For the Assistant Director's position, core competencies include: Demonstrated knowledge of aging and disability programs at the state and county level; demonstrated skills supervising professionals, mentoring and coaching for highest clinical/role performance and team building; and demonstrated knowledge and skills handling consumer complaints, problems, and individual needs.

The job descriptions and core competencies will be used in selecting qualified candidates for these positions.

ORGANIZATIONAL CHART: Ms. Archambault reviewed the proposed changes to the organizational chart that would more clearly reflect agency operations. Changes included moving the Assistant Director position under the Director, moving clerical support under the Accountant, and moving the Worker Registration under the I&A Team Leader. Mr. Pamperin moved to recommend that the ADRC Board approve the proposed organizational chart. Ms. Van Donsel seconded. **Motion Carried.**

ADJOURNMENT: Ms. Finder-Stone moved to adjourn. Ms. Van Donsel seconded. **Motion Carried.** Meeting adjourned at 4:30 p.m.

Respectfully Submitted:

Sunny Archambault
Director