

## **ADRC of Florence County Governing Board- Special Meeting**

Wednesday, December 30, 2015 – 5:45 p.m.

2<sup>nd</sup> Floor Conference Room, Courthouse, Florence WI

**Attendance:** The ADRC/Commission on Aging Governing Board met pursuant to adjournment on Wednesday, December 30, 2015 at 5:45 p.m. at the Florence County Courthouse. The meeting was called to order by the Chairperson Holly Stratton. Members present: K. Wertanen, L. Neuens, B. Neuens, S. Johnson, H. Stratton, V. Antonini, and T. Sonkowsky (seated at 5:47 p.m.). Absent: C. Halada. Excused: B. Bock and D. Bell.

**Minutes:** It was moved by S. Johnson and seconded by L. Neuens to table the minutes of the November until January. Motion carried.

**Agenda:** It was moved by S. Johnson and seconded by K. Wertanen to approve the agenda as posted. Motion carried.

**Discussion/Action ADRC/Aging Unit Director Position:** After discussion it was moved by S. Johnson and seconded by K. Wertanen to approve the job description with the wording change/clarification and to ask the Personnel Committee to expedite the wage study for this position prior to advertising. Motion carried.

**Interview Process/Program Assistant:** Discussion was held on a two step process allowing for testing applicants skill level in excel and other computer applications prior to interviewing. It was moved by S. Johnson and seconded by L. Neuens to proceed with the two step screening/interview process. Motion carried. V. Antonini, K. Wertanen and H. Stratton agreed to be on interview committee and potentially someone from Personnel Committee as well.

**Adjournment:** It was then moved by S. Johnson and seconded by K. Wertanen to adjourn to January 21, 2016. Motion carried.