

**NOTICE OF MEETING**

**COMMITTEE:** Aging & Disability Resource Center (ADRC) Committee  
**PLACE:** Oneida County Board Room, Oneida County Court House, Rhinelander WI  
**DATE:** Wednesday, October 27, 2021  
**TIME:** 9:00 AM

*Zoom is being offered as a convenience for this meeting. If Zoom functionality drops, the meeting will continue in-person at the location listed above subject to committee quorum.*

Call in information: Phone Number (312) 626-6799 Meeting ID 979 2165 7783 Passcode 454827

**Agenda**

All agenda items assumed to be discussion/decision items

**AGENDA:**

1. Call the meeting to order
2. Approve agenda for today's meeting
3. Public comment/communication
4. Approve minutes from the September 22, 2021 meeting
5. Date/time/location of November 2021 Meeting
6. Northwoods Transit Connections update
7. Dining site manager wage increase
8. Limited Term Employee – Expanding Access to COVID-19 Vaccines via the Aging Network
9. Procedure for filling citizen committee vacancies -- draft
10. New committee member orientation packet -- draft
11. 2022-2024 Aging plan
12. §85.21 Transportation for the Elderly and Disabled application
13. It is anticipated that the committee will go into closed session pursuant to section 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved.  
Topic: Complaint regarding ADRC staff and potential EEOC complaint and approve minutes of August 25, 2021 and September 22, 2021 closed session.
14. Return to open session
15. Vouchers, purchase orders, and line item transfers
16. Monthly reports
17. Future agenda topics
18. Public comment
19. Adjournment

**NOTICE OF POSTING**

TIME: 11:00 a.m.                      DATE: 10/21/2021                      PLACE: Courthouse Bulletin Board

**STEVEN SCHREIER, CHAIRMAN**

Notice posted by Heather Beach, Administrative Support. Additional information on a specific agenda item may be obtained by contacting the person who posted this notice at 715-369-6170.

NEWS MEDIA NOTIFIED BY EMAIL	DATE: 10/21/2021	TIME 11:15 AM
Northwoods River News	Lakeland Times	Star Journal
Tomahawk Leader	WHDG Radio Station	News WJFW Channel 12
WXPR Radio Station	WPEG.net Television Network	WSAW

Notice is hereby further given that pursuant to the American with Disabilities Act reasonable accommodations will be provided for qualified individuals with disabilities upon request. Please call County Clerk at 715-369-6144 with specific information on your request allowing adequate time to respond to your request.

## Compliance checklist with the Wisconsin Open Meeting Law.

### GENERAL REQUIREMENTS:

Must be held in a location which is reasonably accessible to the public.

2. Must be open to all members of the public unless the law specifically provides otherwise.

### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.

2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

### MANNER OF NOTICE:

Date, time, place and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to apprise members of the public and news media.

### TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.

2. No less than 2 hours prior to the meeting if the presiding officer establishes there is good cause that such notice is impossible or impractical.

3. Separate notice for each meeting of the governmental body must be given.

### EXEMPTIONS FOR COMMITTEES & SUBUNITS

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful setting to act or deliberate upon the subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded and carried by roll call majority vote and recorded in the minutes.

2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

### SYNOPSIS OF STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Concerning a case which was the subject of a Judicial or quasi-judicial trial before this governmental body. Sec. 19.85(1)(a)

2. Considering dismissal, demotion or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b)

3. Considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Sec. 19.85(1)(c)

4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d)

5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e)

6. Considering financial, medical, social or personal histories or disciplinary data of specific person, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public, would likely have a substantial adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f), except where paragraph 2 applies.

7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g)

8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h)

### PLEASE REFER TO CURRENT STATUTE SECTION 19.85 FOR FULL TEXT

### CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.

2. May not convene in open session, then convene in closed session and thereafter reconvene in open session within twelve hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.

3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

4. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session.

5. In order for a meeting to be closed under Section 19.85(1)(f) at least one committee member would have to have actual knowledge of information which he or she reasonably believes would be likely to have a substantial adverse effect upon the reputation involved and there must be a probability that such information would be divulged.

Thereafter, only that portion of the meeting where such information would be discussed can be closed. The balance of that agenda item must be held in open session.

### BALLOTS, VOTES AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.

2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.

3. Motions and roll call votes must be preserved in the record and be available for public inspection.

### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

### LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

### PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

Prepared by Oneida County Corporation Counsel Office - 5/16