

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS**

Tuesday, October 25, 2022 – 11:00 A.M.

**Frances L. Simek Memorial Library – Small Conference Room
400 North Main Street, Medford, WI 54451**

Members Present: Ackley, Bix, Dubiak, Gretzinger, Lemke

Member(s) Absent: Helmert, Lee

Call Meeting to Order: Gretzinger called the meeting to order at 11:10 A.M. Also present were John Brensinger, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and, for a portion of the meeting, Beth Anne Rekowski, Dementia Care Specialist, Aging & Disability Resource Center of the Northwoods – Medford.

Approval of the Agenda: Dubiak moved to approve the agenda with nine items; Lemke seconded. All Ayes. Motion Carried.

Approval of September 27, 2022 Board of Directors Minutes: Ackley moved to approve the minutes of the September 27, 2022 Board of Directors meeting as presented; Lemke seconded; All Ayes. Motion Carried.

Financials – September Reports, Preliminary Budget for 2023: Kerber Rose has now officially taken over as our Fiscal Agent, doing all our financials except payroll which will be done by WIPFLI until the end of the year. Revenues & Expenses for September 2022 were \$45,196. We are under budget for the year by \$302,719. Cash Disbursements totaled \$45,196. We incurred legal service costs in the amount of \$740. Our time reporting capture rate for September 2022 was 34.12%; year-to-date it is 35.72%. After review, Lemke moved to accept the Cash Disbursements and place them on file subject to audit; Dubiak seconded. All Ayes. Motion Carried.

Projected expenses for next year will include two new Dementia Care Specialist positions. We will be going with a different health insurance company, and premiums are expected to be less, although the exact figures are not known at this time.

Action on the budget was delayed until the next meeting. Wages will have to be examined. It appears that our employee pay schedules are much lower than other ADRCs in the area. The Board will determine how much of a raise should be granted to employees based on the cost of living figures and what can be done to bring our wage scales up to comparables. We are definitely not competitive on wages and have actually lost potential employees because of this. Also the Board will need more information on the health insurance premiums.

Policy Concerns

Procurement Policy: No Action Taken.

Volunteer Agreement: We previously had a Volunteer Agreement for adults, John had it reviewed by Attoles Law firm, the ADRC has been approached to work with High School students from Laona school district who are looking to go into human services after High School. We may need our attorney to develop one for individuals under age 18.

Conflict of Interest: Dubiak moved to approve the State-recommended Conflict of Interest Policy and the Customer Service Policy. The State has training for all staff and board members. Lemke seconded. All Ayes. Motion Carried.

Regional Updates & Questions: 1) We need to get approval for the ADRC-NW to get a dedicated fax line. Using the Internet to send faxes is not secure. 2) Brensinger is still working on obtaining a credit card for the ADRC-NW. 3) Brensinger will investigate the possibility of getting less expensive IT services for the upcoming year. 4) There is a new customer service agreement to be used by ADRC Specialist in 2023.

Future Agenda Items: Budget, Wage Comparisons, Wage Increases, Cost of Health Insurance for 2023.

Adjournment: With no further business, the meeting was adjourned at 12:20 P.M.

The next meeting of the Aging & Disability Resource Center Board of Directors will be Tuesday, November 29, 2022 at 11:00 A.M. It will be in Crandon.

Handouts: Minutes of the September 27, 2022 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statement of Net Position as of September 30, 2022; Statement of Revenues & Expenses September 30, 2022; Cash Disbursements for September 2022; Time Report Rates for September 2022; 2021-2022 ADRC Federal & State GPR Comparison; Conflict of Interest Policy 9/30; Volunteer Confidentiality & Code of Ethics Agreement; Confidentiality Policy & Procedures; Customer Service Agreement.