

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

Friday, January 06, 2017 – 11:30 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, Platner, Millan, Kressin, Tuckwell

Members Absent: Price, Troyk (excused). (NOTE: There are three vacancies on the Board of Directors.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:30 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department.

Public Comment & Introductions: There were none.

Approval of the Agenda: Bix moved to approve the agenda with eighteen items; Platner seconded. All Ayes. Motion Carried.

Approval of the December 16, 2016 Board of Directors Minutes: Platner moved to approve the minutes of the December 16, 2016 Board of Directors meeting; Korten Hof seconded. All Ayes. Motion Carried.

Financial Statements – November 2016: The Finance Committee had previously reviewed the November 2016 Financial Statements. There were no questions from the Board Members.

Time Reporting – November 2016: The November 2016 Time Report showed a capture rate of 40.60%, and the Year-To-Date figure was 41.05%. This compares favorably with the 39% requirement to fully fund the 2016 Budget.

Audit of Payments/Line Item Transfers – November 2016: The Finance Committee had previously approved the November 2016 Transaction Activity Report in the amount of \$119,563.05. The Board Members had no questions. There were no Line Item Transfers for November.

Discussion of EBS Positions: There is a new interpretation from the State regarding federal match drawdown for the Elderly Benefit Specialist (EBS) position. They now feel that the ADRC-NW and its member counties may never have had the proper contractual relationship to allow this and that the EBSs would have to be employees of the ADRC-NW in order for the drawdown to be allowed. The ADRC-NW Attorney, Andy Phillips, does not agree with this interpretation. However, he has been unable to contact the relevant person at the State to discuss the matter more thoroughly.

It is anticipated that a motion will be made, seconded, and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, the Board will consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, Personal Time Off (PTO) benefits on the part of a County employee that performs services for the ADRC. The Board did not go into Closed Session.

The Committee will return to open session and may take formal action on any matter(s) discussed in Closed Session. The Regional Manager Performance Evaluation was reviewed during the Executive/Personnel Committee meeting. It was decided that the Regional Manager will get a step increase in pay. A meeting has been arranged between Oneida County and the ADRC-NW to resolve the Personal Time Off (PTO) issue. No Action Taken.

Family Care Update: The Managed Care Organizations (MOCs) who will be handling the ADRC-NW district will be chosen on January 17, 2017. Two MCOs have submitted applications. There were no other developments concerning Family Care.

Fiscal Agent Update: Schroeder and Millan signed the contract with Wipfli LLP so they are officially our Fiscal Agent as of January 1, 2017. However, Oneida County will finish out 2016 so that the ADRC-NW can have a clean audit. Oneida County will continue to advance funds to pay expenses through the first part of 2017. The Oneida County Financial Services Supervisor attended today's meeting and will continue to do so at no charge until their fiscal agent responsibilities are completed. In furtherance of the contract with Wipfli, Schroeder will open an account with Associated Bank to handle ADRC-NW funds.

2016 Strategic Plan Review – Possible Updates: The 2016 ADRC-NW Strategic Plan was distributed to Board Members who were asked to review it and report back with suggestions next month.

Review of State ADRC Survey Results: The ADRC-NW did extremely well in this survey, especially since this is the first survey in which the ADRC-NW participated. Schroeder stated that during her discussion of the survey with the State people, they stated that in the future the State may require all ADRC supervisors to be social workers with degrees. The survey has already been shared with ADRC-NW staff and supervisors.

Part-Time Employee Holiday Pay Discussion: The former Fiscal Agent, Angela Beauchaine, brought up the fact that the ADRC-NW Handbook may be ambiguous regarding how part-time employees are to be paid for holidays. Bix will add an example to the Handbook to show exactly how the computation is to be made.

Regional Manager Report: 1) Schroeder will be on vacation from January 13, 2017 through January 20, 2017. She will have both her work phone and laptop and so will be in contact with the ADRC-NW staff if necessary. 2) Sue Piazza, the Oneida County ADRC Supervisor, is retiring as of January 9, 2016. Oneida County will be working on hiring a replacement for her. 3) Forest County has expressed an interest in moving forward with the re-structure for their county. Schroeder will be attending meetings with them to further discuss the matter. 4) Two staff members have exchanged offices to promote efficiency.

Letters & Communications: There were none.

Future Agenda Items: Strategic Plan

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Friday, February 3, 2017 at 11:30 A.M. It will be in Rhinelander.

Adjournment: With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 12:17 P.M.

Handouts: Minutes of the December 16, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; November 2016 Revenue/Expense Report; November 2016 Transaction Activity Report; November 2016 Time Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison; Aging & Disability Resource Center of the Northwoods, Strategic Plan 2016 Update; Customer Satisfaction Report for the Aging & Disability Resource Center of the Northwoods – August 2016.