

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

**Friday, July 14, 2017 – 11:30 A.M.**

**100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Bix, Dubiak, Gresser, Hammer, Kressin, Krug, Millan, Price, Tuckwell

**Member(s) Absent:** Cushing, Korten Hof, Pemma, Platner (NOTE: There are two vacancies on the Board of Directors.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:46 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Dianne Jacobson, Director, Oneida County Department on Aging; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Melissa McLaughlin, Certified Public Accountant, Wipfli, LLP; Mary Rideout, Director, Oneida County Social Services Department.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Krug moved to approve the agenda with twenty items; Kressin seconded. All Ayes except Hammer. Motion Carried.

**Approval of June 2, 2017 Minutes:** Tuckwell moved to approve the June 2, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Gresser seconded. All Ayes. Motion Carried.

**Financial Statements – May 2017:** Rideout reviewed the May 2017 Revenue/Expense Report with the Board. She pointed out that revenue received in May is actually for services performed in March while expenses listed in May are actually incurred in May. There are only two line items projected to be overspent: Workers Compensation by \$527 and Outreach/Marketing by \$1,732. These are very minor overages. The Contracted Agencies line item is quite underspent because of vacancies in staffing. Rideout stated that the ADRC-NW's finances are in good order.

**Time Reporting – May 2017:** The ADRC-NW achieved a time reporting capture rate of 45.26% for May. The Year-to-date capture rate is 42.96%. This is well above the 39% needed to fully fund the 2017 budget.

**Audit of Payments/Line Item Transfers - May 2017:** Transaction Activity for May 2017 totaled \$111,353.08. Kressin moved to accept the financial reports and place them on file subject to audit and approve the \$111,353.08 in transactions for May 2017. Gresser seconded. All Ayes. Motion Carried. There were no line item transfers.

**MOUs – 2016-2017:** The Memorandum of Understanding (MOU) between Vilas County Social Services and Aging & Disability Resource Center of the Northwoods was presented for review. It is the same as the MOU from last year with one minor change: Under IV – B, the phrase "arrange for appropriate services" was changed to "refer for appropriate services". Krug moved to approve the Memorandum of Understanding between Vilas County Social Services and Aging & Disability Resource Center of the Northwoods as presented. Bix seconded. All Ayes. Motion Carried.

**Consider Fiscal Agent Contract between the ADRC and Oneida County:** Rideout stated that Oneida County would be willing to continue as the ADRC-NW's Fiscal Agent on a month-to-month basis, provided that a 60-day notice of termination requirement was in place. Dubiak moved to approve continuing with Oneida County as the Fiscal Agent on a month-to-month basis with a 60-day notice of termination. Tuckwell seconded. All Ayes. Motion Carried. Rideout further stated that Oneida County has not been billing for Fiscal Agent services since the beginning of the year because the contract between the ADRC-NW and Oneida County through June 2017 was not signed. They will be submitting a bill now.

**Consider Organizational Structure Employer of Record Structure Change for DBS position and Forest County Employees:** The ADRC-NW Board approved accepting all the Forest County employees currently performing ADRC duties as employees of the ADRC-NW. Forest County recently approved the transfer. The Disability Benefit Specialist will become an ADRC-NW employee upon hire, and the other employees will be transferred as of January 1, 2018. No Action Taken.

**May convene in Closed Session pursuant to Wis. Stat. § 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, PTO benefits on the part of a county employee who performs services for the ADRC.** Dubiak moved to go into Closed Session; Tuckwell seconded. ROLL CALL: Bix – Yes; Dubiak – Yes; Gresser – Yes; Hammer – No; Kressin – Yes; Krug – Yes; Millan – Yes; Price – Yes; Tuckwell – Yes. Yes – 8; No – 1; Absent – 4. **The Board went into Closed Session at 12:05 P.M.** (Hammer stated he did not feel it was necessary to go into Closed Session, especially with regard to the consideration of “organizational structure and integration of Oneida/Vilas Counties Departments on Aging and ADRC services”.)

**May convene, or remain, in Closed Session pursuant to Wis. Stat. § 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider former Regional Manager flex time payout.**

**May convene, or remain, in Closed Session pursuant to Wis. Stat. § 19.85(1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. Specifically, to consider Regional Manager sick time payout.**

**May convene, or remain, in Closed Session pursuant to Wis. Stat. § 19.85(1) (e) for the purpose of 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. Specifically, to consider organizational structure and integration of Oneida/Vilas Counties Department on Aging and ADRC services.**

**The Board will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session.** Bix moved to return to Open Session; Gresser seconded. All Ayes except Hammer. **The Board returned to Open Session at 12:42 P.M.** Oneida County recently reimbursed the State of Wisconsin for an overcharge on behalf of two county employees who performed services for the ADRC-NW. The reimbursement was in the amount of \$31,914.03. Krug moved to approve a one-time severance payout to the former Regional Manager in an amount equivalent to 135.75 hours and

transferring 56 hours of sick leave from Forest County to the ADRC-NW for the recently hired ADRC-NW Regional Manager. Kressin seconded. All Ayes except Hammer. Motion Carried.

**Updated Regional Manager Report:** Two new employees are now performing ADRC-NW work – one for the Lac du Flambeau and one for Vilas County. Jody Jensen, who has been one of Forest County's ADRC Specialists, has been appointed Director of the Forest County Social Services Department. We will need to replace her and Terese Poe, the former Disability Benefit Specialist in Forest County, who is now our Regional Manager. 2) Encryption capability is now on all employees' computers. 3) Poe is working on getting a grant to retrofit the Crandon office to make it more handicap-accessible. Taylor County requested that we look into funding a receptionist for the ADRC staff. 4) The Sokaogon Chippewa tribe is working to hire an Aging & Disability Resource Specialist (ADRS). We are still covering their people until that is done.

**Family Care Update:** Forest County is basically finished with the transition to Family Care as of July 1<sup>st</sup>. Taylor County is next and is proceeding on time for the August 1<sup>st</sup> deadline. Oneida County and Vilas County are also proceeding well. After everyone currently receiving services is enrolled into Family Care, a wait list is implemented with any new requests for services. It can take up to three years to get individuals from the waitlist transitioned to Family Care.

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, August 11, 2017.

**Letters & Communications:** The ADRC-NW received a Thank You from the Lakeland Retirement Center for the donation of our old telephones.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. **The meeting was adjourned at 12:53 P.M.**

**Handouts:** Minutes of the June 2, 2017 Aging & Disability Resource Center Board of Directors meeting; Revenue/Expense Report – May 2017; Time Report – May 2017; 2016-2017 ADRC Federal & State GPR Revenue Comparison; Transaction Activity Report – May 2017; Memorandum of Understanding between Vilas County Social Services and Aging & Disability Resource Center of the Northwoods; Purchase of Services Contract between Oneida County Department of Social Services and the ADRC of the Northwoods - Contract No: 01-2017.