

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

Friday, August 11, 2017 – 11:30 A.M.

300 South Lake Avenue, Crandon, WI 54520

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

Member(s) Absent: Cushing (excused), Platner (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 Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services.

Public Comment & Introductions: New Board Member, Richard Ackley of the Sokaogon Chippewa Community, was introduced.

Approval of the Agenda: Dubiak moved to approve the agenda with 22 items; Krug seconded. All Ayes except Hammer. Motion Carried.

Approval of July 14, 2017 Board of Directors Minutes: Tuckwell moved to approve the minutes of the July 14, 2017 meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors; Kressin seconded. All Ayes. Motion Carried.

Financial Statements – June 2017: The June 2017 Revenue/Expense report shows revenues and expenses within budget.

Time Reporting – June 2017: The June 2017 time reporting capture rate was 45.51% and the year-to-date figure is 43.39%. This is more than enough to fully fund the 2017 budget which was based on a time reporting rate of 39%. The time reporting capture rate is high due to time spend enrolling customers in Family Care.

Audit of Payments/Line Item Transfers – June 2017: The June 2017 Transaction Activity Report showed \$104,609.96 in expenses. After review of all financial reports, Hammer moved to accept the financial reports and place them on file subject to audit and to approve the Transaction Activity Report in the amount of \$104,609.96. Price seconded. All Ayes. Motion Carried. There were no line item transfers.

Fiscal Agent Contract Update: Approximately \$179,000 is needed to fund the ADRC-NW payroll for a three-month period; this would include all the employees the ADRC-NW currently has plus the Forest County employees who are transferring to employment with the ADRC-NW. The Forest County Finance Committee has recommended to their full Board that Forest County agree to regularly advance the necessary funds to cover payroll and benefits until State reimbursement comes through. Wipfli, LLP could start doing the ADRC-NW payroll within the next few months.

Budget Planning for 2018: Worksheets for the 2018 budget have been sent to the counties for their input into the 2018 budget. No Action Taken.

May convene 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' Departments on Aging and ADRC services. The Board did not go into Closed Session.

The Board will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session. Vilas County submitted an Intent to Leave the ADRC-NW as of December 31, 2017. Oneida County will vote on this issue on August 15th. No action taken.

New Director/Manager Orientation: Krug moved to authorize Poe to attend this orientation for new managers and directors; Kressin seconded. All Ayes. Motion Carried.

2017 Aging & Disability Network Conference – Together Towards Tomorrow: Krug moved to authorize Board Members and Staff who wish to attend this conference to do so if their duties permit. Kressin seconded. All Ayes. Motion Carried.

Section 2 Grant Request for Crandon Office: The ADRC-NW will be getting some financial assistance for the remodel of the Forest County Satellite Office but not as much as requested.

Employee Update: Jody Jensen, one of the ADRC Specialists in Forest County, is leaving her position and becoming the Director of the Forest County Social Services Department. Jason Kirker and Ann Erforth, current ADRC Specialists, will now be covering Forest County and the Potawatomi Tribe. Kirker is a part-time employee of ADRC of the Northwoods, and Erforth was a full-time employee for Oneida office. Eventually Erforth would like to decrease her hours to part-time once family care is complete. Oneida County will have to hire a full-time ADRC Specialist and has been given permission to advertise for that position. The Limited-Term Employee in Taylor County, who has completed Family Care enrollments, will continue as long as needed. She may work one day per week doing Medicaid applications. Discussion has been held with Taylor County on staffing a part-time receptionist. If Taylor County hires a full-time person, the ADRC-NW half-time portion will be \$22,977.00 annually; and this includes benefits.

Sokaogon Chippewa ADRC: The Sokaogon Chippewa (Mole Lake) have hired an Aging & Disability Resource Specialist. That person will be invited to all the ADRC-NW staffing and training sessions. However, she is not qualified to do functional screens, so one of the ADRC-NW's Specialists will be doing them.

Board Member Resignation: Board Member Kortenhof is resigning for health reasons.

Updated Regional Manager Report: 1) Poe has finished the Regional Manager Plan which defines what her roles and those of the supervisors are. The Board may have to make slight changes to the Regional Manager's job description. 2) The auditor will present the 2015 audit to the Board next month. 3) The Internet contract with POCO is up for renewal at a cost of \$200 per year. Poe will renew it. 4) Oneida County ADRC Specialist Javenkoski and Poe made a presentation on the ADRC-NW to the local Lions club. 4) The ADRC-NW will again contribute \$1,000 to help offset the cost of the Alzheimer's Conference in November. 5) The ADRC-NW paid \$175 for placemats advertising the ADRC-NW's services in Oneida County. 5) Forest County and Taylor County are now finished with the enrollments into Family Care. They are now working on eliminating their wait lists. Vilas County is scheduled to complete their enrollments by September 1st and Oneida County by October 1st. 6) The State is working on another

customer satisfaction survey. It is scheduled for the ADRC-NW region in September; Poe is trying to get it postponed to November because of the Family Care enrollment process. 7) Poe had a staffing on August 10th, and concerns were discussed.

MOUs 2016-2017: Poe continues to work to get the various Memoranda of Understanding signed; the 2015 MOUs are complete.

Letters & Communications: Vilas County has submitted a Letter of Intent to Leave the ADRC-NW as of December 31, 2017.

Future Agenda Items: As needed.

Adjournment: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, September 1, 2017 in Rhinelander. With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 12:26 P.M.

Handouts: Minutes of the July 14, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; June 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Comparison; June 2017 Time Report; June 2017 Transaction Activity Report; brochure for 2017 Aging & Disability Network Conference; Regional Manager Plan.