

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

Friday, February 3, 2017 – 11:30 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Gresser, Hammer, Kortenhof, Kressin, Krug, Millan, Platner, Pemma

Members Absent: Cushing (excused), Bix (excused), Tuckwell (excused), Price. (NOTE: There are three vacancies on the Board.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:00 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods, (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Bill Freudenberg, Oneida County Health & Aging Committee; Dianne Jacobson, Director, Oneida County Department on Aging; Sue Breneman, Taylor County Board of Supervisors; Alyson Wagoner, Administrative Assistant, Aging & Disability Resource Center of the Northwoods.

Public Comment & Introductions: Introductions were made; and new Board Member, Ruth Pemma, was welcomed.

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

Approval of the January 6, 2017 Board of Directors Minutes: Hammer moved to table approval of the January 6, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting minutes until the March meeting; Kortenhof seconded. All Ayes. Motion Carried.

Financial Statements & Time Reporting for December 2016: The Committee reviewed the Revenue/Expense Report for December 2016. The 2015-2016 ADRC Federal & State GPR Comparison was also reviewed. December 2016 Time Reporting shows a capture rate of 40.88% and year-to-date capture rate of 41.04%. For the 2016 budget a Time Report capture rate of 39% was needed.

Financial Reports/Audit of Payments/Line Item Transfers – December 2016: The Board reviewed the Revenue/Expense Report for December 2016, and the 2015-2016 ADRC Federal & State GPR Comparison. December 2016 Time Reporting shows a capture rate of 40.88% and year-to-date of 41.04%. For the 2016 budget a Time Report capture rate of 39% is needed. After review, Kortenhof moved to approve Line Item Transfers as follows: TO: Marketing - \$10,000; Office Equipment - \$4,438. FROM: Wages - \$4,817; LTE - \$5,062; Social Security - \$718; Retirement - \$403; Legal Services - \$2,165; Printing and Copying - \$311; Computer Equipment - \$962. Total Transfers: \$14,438. The motion went on to approve the December 2016 financial reports and place them on file subject to audit and to approve the December

2016 Transaction Activity Report in the amount of \$87,592.33. Hammer seconded. All Ayes. Motion Carried. Finance Committee Chair Krug pointed out that Oneida County will finish out 2016 activities as Fiscal Agent. The Wipfli LLP office in Rhinelander will take over as of January 1, 2017. The ADRC-NW now has an account with Associated Bank.

Discussion of EBS Positions: Attorney Andy Phillips joined the meeting via telephone at this point. Schroeder and Attorney Phillips explained the situation regarding whether the counties have been correctly drawing down Elderly Benefit Specialist match funds since the inception of the ADRC-NW. Attorney Phillips has been trying to get in touch with the State's attorney since December, and just yesterday he received some information which indicated that the counties have been doing this correctly. He is following up on obtaining additional information on this issue. Schroeder handed out the email regarding all the information stated in the discussion.

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 and Sec. 19.85(1)(g) pursuant to 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. Specifically, under the (1)(c) exception, the Board will 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 that performs services for the ADRC and under the (1)(g) exception the Board will discuss a Notice of Claim it recently received, as well as the legal action that the ADRC may be involved in as a result of the Notice of Claim. Platner moved to enter into Closed Session; Gresser seconded. Roll Call – Kressin – Yes; Krug – Yes; Platner – Yes. Millan – Yes. Gresser – Yes. Korten Hof – Yes. Hammer – Yes. Pemma – Yes. Yes – 8; No – 0; Absent – 4. **The Board went into Closed Session at (time unknown); Krug left the meeting during closed session.**

The Board will return to Open Session and may ratify any matter(s) discussed in Closed Session. *Unknown Board Member* moved to return to Open Session. Seconded by *Unknown Board Member*. All Ayes. **The Committee returned to Open Session at (time unknown).** No Action Taken.

Family Care Update: Schroeder distributed a notice regarding Family Care services to the counties in the ADRC-NW district. Community Link and Lakeland Care have been chosen as the managed care organizations that will serve Oneida, Forest, and Vilas Counties. Community Link and Care Wisconsin will serve Taylor County. Staff is scheduled to have their first training on enrollment counseling at the end of February. All staff and supervisors are invited to attend. The ADRC-NW will be in Family Care by July 1, 2017.

New Fiscal Agent Update: Wipfli LLP is the new fiscal agent for the ADRC-NW. Oneida County is finishing out 2016. Wipfli has not billed for the month of January because they didn't feel that submitting a bill would be appropriate since they haven't started performing services yet.

2016 Strategic Plan Review – Possible Updates: Schroeder asked for this item to be postponed to allow Board Members to make suggestions.

Staff Conference Request: Schroeder has asked for carryover funding to allow select staff members to attend the American Society on Aging (ASA) conference in Chicago and now needs Board approval. Hammer moved to approve sending staff to the American Society on Aging conference in Chicago; Krug seconded. All Ayes. Motion Carried.

New ADRC Policies from State (Complaint & Appeal, Short Term Service Coordination, Conflict of Interest Policies): Schroeder distributed copies of the Complaint & Appeal Policy, the Short Term Service Coordination Policy, and the Conflict of Interest Policy. These policies have been developed by the State to replace the policies currently in place. The Conflict of Interest Policy is to be reviewed each year by Board Members and staff. Ed Hammer brought up several questions regarding the Conflict of Interest policies and Schroeder will try to find out the answers from the State. No Action Taken.

Regional Manager Report: 1) The Aging & Disability State Conference is going to be held September 6-8. 2) A recent press release announced that the Oneida County Disability Benefit Specialist (DBS) will go to Minocqua one day per month to offer services at that location. Taylor County has an interest in having the Taylor County DBS provide the same type of services in Gilman. Sue Breneman, Taylor County Board Supervisor, will investigate possible office locations in Gilman. 3) The new Lac du Flambeau ADRC Specialist has resigned. 4) Schroeder will be attending the Forest County Long Term Support and Commission on Aging meetings this month. Forest County is still interested in following through with the restructure effort. 5) Advocacy Day, sponsored by the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) will be held in Madison on May 17. The Board is invited to attend. 6) An updated ADRC-NW Board of Directors roster was distributed. 7) The ADRC-NW is in the process of doing a Memorandum of Understanding (MOU) with Florence County concerning Long Term Care Functional Screen Lead Worker services. Our Lead Worker in the Crandon office will provide these services at a rate that will fully reimburse the ADRC-NW services rendered. Schroeder would like to get additional compensation for that Lead Worker considering the extra duties. 8) Schroeder attended the Oneida County Health & Aging Committee meeting last month. There was a discussion regarding integrating the Department on Aging and the ADRC. The State has suggested that counties and ADRCs consider integrating but has not mandated it. The Oneida County Health & Aging Committee has decided that they will continue to discuss integration at their meetings each month. Schroeder will continue to attend these meetings. 9) The ADRC-NW is now paying Oneida County by the hour for Fiscal Agent services and will continue to do so until 2016 is closed out. For the month of January, the payment was \$1,900.

Letters & Communication: Schroeder received a letter of resignation from Board Member Judy Troyk.

Future Agenda Items: As needed.

Confirm Next Meeting Date, Time, & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Friday, March 3, 2017 in Rhinelander.

Adjournment: With no further business, Platner moved to adjourn; Pemma seconded. All Ayes. The meeting was adjourned at 1:15 P. M.

Handouts: Minutes of the January 6, 2017 Aging & Disability Resource Center of the Northwoods Board Of Directors meeting; December 2016 Revenue/Expense Report; Line Item Transfers 2016; December 2016 Time Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison Report; December 2016 Transaction Activity Report; Email regarding EBS Position between Attorney Phillips and State Attorney; Complaint & Appeal Policy; Short Term Service Coordination Policy; Conflict of Interest Policy; Advocacy Day announcement; 2017 ADRC-NW Board of Directors roster; "Saving Medicare" fact sheet.

(Please note that the ADRC-NW Board Secretary was unavailable for this meeting. The Administrative Assistant was unaware that the times and individuals making motions and seconding them had to be listed for going into Closed Session and returning to Open Session. Therefore, the times are unavailable.)

Prepared By:
Alyson Wagner, Administrative Assistant, ADRC-NW