

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

Friday, June 2, 2017 – 11:30 A.M.

100 West Keenan Street, Rhinelander, WI 54501

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

Members Absent: Cushing (excused), Hammer (excused), Kortenhof, Pemma. (NOTE: There are two vacancies on the Board.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:33 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 Department of Social Services; Dianne Jacobson, Director, Oneida County Department on Aging; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; Chuck Sekel, Director, Forest County Social Services Department; Melissa McLaughlin, Certified Public Accountant, Wipfli, LLP.

Public Comment & Introduction – Introduction of New Board Member: Introductions were made.

Approval of the Agenda: Price moved to approve the agenda with 22 items; Platner seconded. All Ayes. Motion Carried.

Approval of the May 12, 2017 Board of Directors Minutes: Platner moved to approve the minutes of the May 12, 2017 Board of Directors meeting; Kressin seconded. All Ayes. Motion Carried.

Financial Statements – April 2017: The Board reviewed the April 2017 Revenue/Expense Report. Line items reflect the inclusion of adjustments for Mole Lake and carryover funding from the State, as well as line item transfers for the month of April.

Time Reporting – April 2017: The April 2017 Time Report shows a capture rate of 46.17% for the month and 42.39% year-to-date. The high capture rate is a reflection of the extra work being done for the transition to Family Care since a great deal of that work is with individuals qualifying for public funds.

Audit of Payments/Line Item Transfers – April 2017: After review, Price moved to approve the April 2017 Transaction Activity Report in the amount of \$131,136.81 and to accept the other financial reports and place them on file subject to audit. Gresser seconded. All Ayes. Motion Carried. Price then moved to approve Line Item Transfers as follows: FROM: State Aid, \$157,323 TO: Salaries, \$6,000; Wages, \$3,000; Overtime, \$15,000; Limited Term Employees, \$30,247; Social Security, \$12,000; Retirement, \$5,000; Life Insurance, \$1,000; Legal Services, \$20,000; Software Maintenance, \$5,000; Postage, \$2,000; Printing, \$5,000; Office Supplies, \$4,000; Registration Fees, \$3,500; Employee Auto, \$15,000; Taxable Meals, \$2,000; Lodging, \$9,000; Miscellaneous Expense, \$1,000; Liability Insurance, \$126; Computer Equipment, \$18,000; Potawatomi, \$200; Sokaogon, \$250. Gresser seconded. All Ayes. Motion Carried.

Approval of MOUs – 2016-2017: These are not ready for review.

May convene into Closed Session pursuant to Wisconsin Statutes 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 that performs services for the ADRC. Krug moved to go into Closed Session; Gresser seconded. Roll Call: Bix – Yes; Dubiak – Yes; Gresser – Yes; Kressin – Yes; Krug – Yes; Millan – Yes; Platner – Yes; Price – Yes; Tuckwell – Yes. Yes – 9; No – 0; Absent - 4. **The Board went into Closed Session at 11:49 A.M.**

May convene into Closed Session pursuant to Wisconsin Statutes 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 into Closed Session pursuant to Wisconsin Statutes 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 a proposed Fiscal Agent Contract between the ADRC and Oneida County.

May convene into Closed Session pursuant to Wisconsin Statutes 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 organizational structure and integration of Oneida/Vilas Counties' Departments on Aging & ADRC services.

The Board will return to Open Session and may take formal action on any matter(s) discussed in Closed Session. Gresser moved to return to Open Session; Price seconded. All Ayes. **The Board returned to Open Session at 12:17 P.M.**

ADRC Employer of Record Structure Change for DBS position and Forest County Employees: Poe informed the Board that the Disability Benefit Specialists (DBSs) in both Taylor County and Oneida County are employed by the ADRC-NW; the DBS in Forest County is not. Since she is leaving that position to become the Regional Manager of the ADRC-NW, she felt now would be a good time to transfer the DBS position from Forest County to the ADRC-NW. She also feels that the other Forest County employees performing ADRC functions should be transferred to the ADRC. Price moved to transfer the employment relationship of the Disability Benefit Specialist from Forest County to the ADRC-NW as soon as that position is filled and to transfer the other Forest County employees performing ADRC functions to the ADRC-NW as of January 1, 2018. Bix seconded. All Ayes. Motion Carried. The transfer will have to be approved by Forest County.

Discussion of Various Committee Responsibilities & Regional Manager Hiring Process: Board Member Hammer had requested a discussion of this item. Since he was not present, it was decided to forgo the discussion.

Introduction of New Regional Manager: The new Regional Manager was introduced. The new Board Member, Paula Dubiak, was assigned to the Finance Committee.

Regional Manager Report: 1) There has been an issue with phone calls being dropped, but that issue appears to have been resolved. Now the problem is that in Forest County calls are filled with static and conversations are very hard to maintain. RMM Solutions believes the problem is in the ADRC-NW network and a new server is needed. The cost of a new server is approximately \$2,000. Poe will work

with the Forest County Information Technology head and RMM to resolve the issue and may purchase a new server if needed. 2) Taylor County and Forest County should have new encryption software in place by end of day June 2nd.

Update on Family Care: The State is very impressed with our transition numbers. The transition for Forest County should easily be completed by July 1st. Once that happens, those employees will be free to assist other counties in their transaction activities. Taylor County's deadline is August 1st, Vilas County's is September 1st, and Oneida County's is October 1st. The employment of the limited-term employees has been very helpful in completing the project.

Letters & Communications: There were none.

Future Agenda Items: PTO reimbursement; payment of flex time to former Regional Manager; Fiscal Agent contract between Oneida County and the ADRC-NW; organizational structure; plus other items as needed.

Date, Time & Place of Next Meeting: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be July 14, 2017 in Rhinelander at a time to be determined.

Adjournment: With no further business, Bix moved to adjourn; Gresser seconded. All ayes. The meeting was adjourned at 12:30 P.M.

Handouts: Minutes of the May 12, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; April 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Revenue Comparison; April 2017 Time Report; April 2017 Transaction Activity Report; April 2017 Line Item Transfers; Forest, Taylor, Vilas, and Oneida County enrollment statistics.