**AGING & DISABIILTY RESOURCE CENTER OF THE NORTHWOODS**

**BOARD OF DIRECTORS**

**Wednesday, March 18, 2020 – 1:00 P.M.**

**300A South Lake Street, Crandon, WI 54520**

**Members Present:** Bix, Dubiak, Helmert, Lemke, Myers, Tallier, Weyers

**Member(s) Absent:** Ackley

**Call to Order:** Vice-Chair Dubiak called the meeting to order at 1:00 P.M. Also present was Teresa Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

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

**Approval of the Agenda:** Weyers moved to approve the agenda with the exception of Item #5, information for which was not available at this time; Lemke seconded. All Ayes. Motion Carried.

**Approval of the February 7, 2020 Board of Directors Meeting:** Lemke moved to approve the minutes of the February 7, 2020 Board of Directors meeting; Tallier seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – January 2020:** This information was not available at this time.

**Cash Disbursements – January 2020:** After review, Weyers moved to approve January 2020 cash disbursements in the amount of $53,049.91; Lemke seconded. All Aye. Motion Carried.

**Update on ADRC Reinvestment Project:** The State has developed a formula for all ADRCs to be integrated with County Commissions on Aging, but the formula requires funding from the State. The change should be in place by 2022. Each office will be allowed one manager, one information and assistance worker, and one disability benefit specialist. Additional personnel will be allocated based on target populations, and additional funding will be provided for the elderly, adult disabled individuals living in poverty, and those elderly over age 75.

**COVID-19 & Working Remotely:** After discussion, Weyers moved to provide the Regional Manager with full authority to provide alternate services in the event of an emergency, to limit activities to core services, to assign duties to employees as needed, and to close the office if necessary. The authority to do any of the above is hers alone, but she may consult with any board member for advice. Such actions will be reviewed by the Board on a 60-day basis or when the emergency ends. Lemke seconded. All Ayes. Motion Carried. Poe announced that she will close the physical offices of both the Crandon and Medford offices effective March 23, 2020, and have employees work remotely until further notice. This is the current State recommendation. Functional screens will not have to be done face-to-face, verbal signatures on forms will be allowed, and CST testing will be postponed until next year.

**Regional Updates:** 1) Forest County currently has no one on their wait list, and Taylor County has fifteen. 2) A new person has been hired by the Sokaogon Chippewa who will be able to do functional screens once she has passed her certification requirements.

**Letters & Communications:** There were none.

**Board Meeting Dates for 2020:** The Board will teleconference its next meeting on April 17. The rest of the 2020 schedule for Board meetings will be held on the previously assigned dates unless events dictate otherwise.

**Future Agenda Items:** Memorandum of Understanding with the Sokaogon Chippewa.

**Adjournment:** With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 1:54 P.M.

**Handouts:** Minutes of the February 7, 2020 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; ADRC Cash Disbursements January 1, 2020 – January 31, 2020; Community Aids Reporting System (CARS) Expenditure Report for January 2020; Informational handout on Coronavirus (COVID-19); Draft Media Release on services to be provided during COVID-19 National Emergency.