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

**JOINT EXECUTIVE/PERSONNEL & FINANCE COMMITTEES**

**Friday, March 2, 2018 – 11:00 A.M.**

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

**Members Present:** Bix, Dubiak, Kressin, Millan, Tuckwell

**Members Absent:** Cushing (excused), Krug (excused), Platner

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:00 A.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Heidi Chavez, Finance Technician, Oneida County Social Services Department.

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

**Approval of the Agenda:** Bix moved to approve the agenda with 21 items; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of the February 2, 2018 Executive Minutes:** Millan moved to approve the Executive/Personnel minutes of February 2, 2018; Bix seconded. All Ayes. Motion Carried.

**Approval of February 2, 2018 Finance Minutes:** Kressin moved to approve the Finance minutes of February 2, 2018; Millan seconded. All Ayes. Motion Carried.

**Financial Statements:** The Committees reviewed the Close 1 Revenue/Expense Report for 2017. The ADRC-NW did not use $240,713 of the General Purpose Revenue allotted, and some of this money will be available for carryover. The amount unspent from 2016 carryover will not be available for carryover. The ADRC-NW also received approximately $51,000 more in time reporting funds than budgeted. Kressin moved to recommend to the full Board of Directors that it accept the Close 1 2017 financial statements and place them on file subject to audit; Tuckwell seconded. All Ayes. Motion Carried. The Committees then reviewed the Revenue/Expense Report for January 2018. Everything appears to be within normal limits, although expenses are low because there have been no payments to counties or tribes to date. Kressin then moved to recommend to the full Board of Directors that it accept the January 2018 financial reports and place them on file subject to audit. Dubiak seconded. All Ayes. Motion Carried.

**Time Reporting – January 2018:** The time reporting capture rate for January 2018 was 43.73%.

**Audit of Payments/Line Item Transfers – January 2018:** Kressin moved to recommend to the full Board of Directors that it approve Close 2017 Transaction Activity Report in the amount of $126,667.05; Tuckwell seconded. All Ayes. Motion Carried. Kressin then moved to recommend to the full Board of Directors that is approve the January 2018 Transaction Activity Report in the amount of $67,660.75; Dubiak seconded. All Ayes. Motion Carried. There were no Line Item Transfers.

**Approval of Lac Du Flambeau Board Member:** The Lac du Flambeau Tribe has appointed Gloria Cobb as their representative to the ADRC-NW Board. Bix moved to accept the appointment of Gloria Cobb as the Lac du Flambeau representative to the ADRC-NW Board; Kressin seconded. All Ayes. Motion Carried.

**Restructuring Update:** Poe is working on the preliminary application for the smaller ADRC-NW. It is 45 pages. She will have to do two applications if Oneida and Vilas Counties leave at different times. She is also working on getting letters of support from the various entities with which the ADRC-NW works.

**Approval of Releasing Vilas County December 31, 2018:** According to the ADRC-NW bylaws, Vilas County will be able to leave the ADRC-NW as of December 31, 2018. They have requested a letter with the release date clearly delineated. Kressin moved to release Vilas County as of December 31, 2018 and to send them a letter to that effect. Tuckwell seconded. All Ayes. Motion Carried. Poe has the letter ready, and Millan will sign it immediately.

**Discussion of Releasing Oneida County from Contractual Obligations:** If the ADRC-NW releases Oneida County and Vilas County on different dates, Poe will have to do two complete applications. For this reason and others, it was felt that the Board should abide by the bylaws and release Oneida County on December 31, 2018. Kressin moved to recommend to the Board of Directors that it approve sending a letter to Oneida County stating that the ADRC-NW will release them according to the bylaws on December 31, 2018. Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Overtime Pay:** Oneida County still has a queue list, but all the other ADRC-NW entities have finished theirs some time ago. The list numbers about 61. The ADRC-NW has offered the part-time services of four I & A Specialists from outside Oneida County to assist with eliminating the list. This is in addition to the four employees at Oneida County who can also work on the list. Sherry Schuelke, Regional Quality Specialist, Office for Resource Center Development, State of Wisconsin, wants the queue list for Oneida County completed by March 31, 2018. Oneida County has requested overtime pay for its employees working on this list. Bix moved to recommend to the full Board of Directors that it allow comp time for all Specialists working on Oneida County’s queue list, but not overtime pay. Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Staff Attending ASA Conference:** The ADRC-NW will have approximately $140,000 in carryover funds, and Poe would like to use some of these funds to pay for four staff members to attend the Aging Society of America conference in San Francisco. Previously staff have attended this conference in Washington D.C. and Chicago. The cost would be approximately $2,500 per employee. Kressin moved to recommend to the Board of Directors that it use carryover funds to send four staff members to the Aging Society of American conference in San Francisco. Dubiak seconded. All Ayes. Motion Carried.

**Approval of Increase Per Diem Rate for Conferences:** The federal per diem rate is $74/day for San Francisco compared with the $42/day for the ADRC-NW’s regular reimbursement rate. Bix moved to recommend that the Board of Directors allow personnel who attend out-of-town conferences to receive reimbursement at the federal rate if that rate is greater than the ADRC rate. Kressin seconded. All Ayes. Motion Carried.

**Approval of Amendment No. 1 Fiscal Agent Contract:** There were some language changes to the Fiscal Agent Contract with Oneida County for 2018. Kressin moved to recommend adoption of Amendment No. 1 to the Fiscal Agent Contract with the language changes and a flat rate of $1,500/month; Dubiak seconded. All Ayes. Motion Carried. The ADRC-NW may have to have two fiscal agents for at least part of the time during the transition.

**Approval of Lease Agreement with Forest County:** Forest County is not raising rent charged to the ADRC-NW for office space, but their corporation counsel would like a formalized lease agreement. Bix moved to recommend approval of the lease agreement with Forest County at a rate of $1,200/month for office space. Kressin seconded. All Ayes. Motion Carried.

**Approval of Elder Benefit Specialist Job Description:** After review, Dubiak moved to recommend approval of the Elder Benefit Specialist job description as presented; Tuckwell seconded. All Ayes. Motion Carried.

**Discussion of Donating PTO Time to be added to the ADRC Employee Handbook:** It was decided to develop a section in the ADRC-NW Handbook covering donating PTO time to other employees. The Committees felt that vacation time, personal time, and sick leave time would be included in the donation possibilities. Donations of only one week per donating employee would be allowed. Employees receiving PTO donations must have used all their own PTO first and must be on Family Medical Leave.

**Future Agenda Items:** How overtime and comp time is accumulated and how it is used or paid out. Donation of PTO time.

**Adjournment:** With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 11:55 A.M.

**Handouts:** Minutes of February 2, 2018 Executive/Personnel Committee meeting; minutes of the February 2, 2018 Finance Committee meeting; “President Trump Proposes Fiscal 2019 Budget”; Revenue/Expense Report Close I 2017; Transaction Activity Report Close 2017; Revenue/Expense Report January 2018; 2017-2018 ADRC Federal & State GPR Comparison; Transaction Activity Report – January 2018; Time Report – January 2018; Purchase of Services Contract – Oneida County, Amendment No. 1; Elder Benefit Specialist Job Description.