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

**BOARD OF DIRECTORS**

**Friday, April 17, 2020 – 1:00 P.M.**

**ZOOM MEETING originating at 300A South Lake Street, Crandon, WI 54520**

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

**Members Absent:** None.

**Call Meeting to Order:** Chair Ackley called the Zoom Meeting to order at 1:21 P.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** None.

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

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

**Statement of Revenues/Expenses – January & February 2020:** The Board reviewed the January and February 2020 financial reports. January revenues were $53,049 and expenses were $52,293.52. February revenues were $55,376 and expenses were $53,336.99. Expenses for both months were typical.

**Cash Disbursements – February 2020:** After review, Lemke moved to approve February cash disbursements in the amount of $54,836.99 and to accept the January and February financial statements and place them on file subject to audit. Dubiak seconded. All ayes. Motion Carried.

**Time Report:** The January 2020 time reporting capture rate was 42.16%, and the February rate was 41.91%. The ADRC-NW 2020 budget is based on a capture rate of 39%. Call volume has dropped a lot in Forest County but not so much in Taylor County. This will affect future capture rates.

**COVID-19 & Working Remotely:** Working remotely seems to be working out well. Poe has been monitoring the phone, and so she knows calls are down. Everything staff does now takes longer because of the inability to see clients face-to-face. Enrollment counseling is particularly time-consuming. Forest and Taylor working together to finish by July 1. There have not been any complaints about no one being in the office. If necessary, staff can see people in person.

**COVID -19 & Reduction of Hours:** Because of the reduction in call volume, Poe has asked employees for a voluntary reduction in hours. One employee in Forest County is willing to drop from three days per week to one. This works well since the call volume drop is greatest in Forest County.

**Regional Updates:** 1) The wait list for Forest County is zero, and for Taylor it is 15-20. Forest can now assist Taylor by telephone. 2) The Managed Care Organizations (MCOs) are working by telephone and Zoom, and apparently they are not having any problems so far. More family members are home and available to provide services, so there is no shortage of caregivers at this time. 3) The closer ADRCs are to the outbreak center, the busier they get. Since there are no reported cases in Forest, Lincoln, Langlade and Taylor Counties, those counties remain relatively quiet. 4) Underspent money from last year (approximately $30,000) will be relatively easy to transfer to Covid-19 activities.

**Letters & Communications:** None.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Dubiak moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 2:09 P.M. The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be May 29, 2020 at 1:00 P.M. It will be held remotely.

**Handouts:** Minutes of the March 7, 2020 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; January & February 2020 Statements of Net Position; January & February 2020 Statements of Net Revenues & Expenses; January & February 2020 Cash Disbursements; January & February 2020 Time Reports.