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

**BOARD OF DIRECTORS**

**Friday, April 6, 2018 – 12:00 P.M.**

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

**Members Present:** Ackley, Bix, Cushing, Gresser, Kressin, Millan, Tuckwell

**Member(s) Absent:** Krug (excused), Platner (resigned); Price (excused), Hammer, Dubiak (Excused), Penna

**Call Meeting to Order:** Chair Millan called the meeting to order at 12:00 Noon. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department. Joel Gottsacker joined the meeting at 12:08 P.M.

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

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

**Approval of March 2, 2018 Board of Directors Minutes:** Tuckwell moved to approve the minutes of the March 2, 2018 Board of Directors meeting; Kressin seconded. All Ayes. Motion Carried.

**Financial Statements – February 2018:** The Revenue/Expense Report does not reflect any carryover funds. At the time of the February 2018 report, no revenue had been received from State GPR. However, one month GPR revenue has now been received. This reflects the three-month lag for reimbursement. The Elder Benefit Specialist position has not been added to the Time Report yet, but it will be next month.

**Time Reporting – February 2018:** The February 2018 time reporting capture rate was 41.91%; the year-to-date the rate is 42.28%. This is well above the 40% needed to fully fund the 2018 budget.

**Audit of Payments/Line Item Transfers:** After review, Cushing moved to accept the financial reports as presented and place them on file subject to audit and to approve the Transaction Activity Report in the amount of $113,421.56. Kressin seconded. All Ayes. Motion Carried. There were no line item transfers.

**Restructuring Update:** There will be several changes in Board composition due to illness, resignation, and election results. Taylor County approved the $90,000 interest-free loan for operations. The tribes will probably not make their decision as to whether or not they will stay with the ADRC-NW until at least July, maybe not until September or October. A 60-day notice must be given to Oneida County to start the transfer of fiscal agent services to Wipfli. This will be discussed at the May meeting.

**Dementia Care Specialist Application Update:** The grant has been submitted. Poe thanked Richard Ackley and his wife for all their efforts. The State will make a decision by the end of April.

**Regional Manager Report:** 1) Still waiting on MOUs for Lac du Flambeau and Potawatomi, and working on one with Taylor County Human Services. 2) The credit card policy allows only for a prepaid card in the amount of $2,000. The new bank does not allow for prepaid cards but would be willing to set up a $2,000 credit card. 3) Recently received the West Bend Mutual Insurance policy. 4) Family Care Update: Vilas County – wait list 70, four pending screens. Taylor County – wait list 17, nine pending screens. Forest County – wait list 28, one pending screen. Oneida County – wait list 48, 34 pending screens. The Community House CBRF in Oneida County recently closed, so Oneida now has 3 additional screens and Vilas County one additional. 5) No update on Change Project yet from Regional Quality Specialist. 6) No update on Disability Benefit Specialist position in Oneida County. 7) Three staff members and Regional Manager attended the Aging Society in America Conference in San Francisco, and it was very informative. 8) Staff also attended the Teepa Snow conference and the Ethics and Boundaries training as well as completing the time and task training online. 9) Staff will have to complete the Continuing Skills Testing in May. 10) There will be a final affairs seminar in Eagle River on April 17th. 11) Advanced Health Care Workshops are being held the first Tuesday of every month at Lac du Flambeau. 12) A presentation on the ADRC and Family Care services was given to a group of church members in Minocqua on March 13th. Cindi from Lac du Flambeau assisted with this. 13) There will be an Alzheimer’s Conference in the Dells May 7-8. Board Members are encouraged to attend. 14) A recent study of Wisconsin and Minnesota determined that social isolation can contribute to dementia, and this is a particular problem in rural areas. AARP is now also focusing on isolation as a problem with older adults. Caregivers in these areas are needed at the present time, and this need will only increase in the future. 14) Governor Walked has declared May ADRC month.

**Letters & Correspondence:** Sue Neuernberger, ADRC Specialist in Taylor County, received a very nice Thank You from one of her customers.

**Future Agenda Items:** New committee members; moving Fiscal Agent duties to Wipfli; credit card versus prepaid card, staff presentation on Aging Society of America Conference, Elder Benefit Specialist job description; restructuring

**Adjournment:** With no further business, Bix moved to adjourn; Gresser seconded. All Ayes. The meeting was adjourned at 12:22 P.M.

**Handouts:** Minutes of the March 2, 2018 Board of Directors meeting; February 2018 Revenue/Expense Report; 2017-2018 ADRC Federal & State GPR Revenue Comparison; February 2018 Time Report; February 2018 Transaction Activity Report.