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

**BOARD OF DIRECTORS**

**Friday, September 1, 2017 – 1:00 P.M.**

**100 West Keenan Street**

**Members Present:** Ackley, Bix, Cushing, Dubiak, Gresser, Hammer, Krug, Millan, Platner, Price (1:04), Tuckwell

**Member(s) Absent:** Kressin (excused), Pemma (NOTE: There are two vacancies on the Board of Directors.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 1:00 P.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Heidi Chavez (Brown), Finance Technician, Oneida County Social Services Department.

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

**Approval of the Agenda:** Cushing moved to approve the amended agenda (Audit Review added) with nineteen items; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the August 11, 2017 Board of Directors Meeting:**  Platner moved to approve the minutes of the August 11, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Tuckwell seconded. All Ayes. Motion Carried.

**Financial Statements – July 2017:** There is nothing out of ordinary in the July 2017 Revenue/Expense Report. Figures include payment to Oneida County as Fiscal Agent through June 2017. Oneida County is now charging the ADRC-NW on an hourly basis for fiscal agent services. Also included in that line item is a $2,400 startup charge from Wipfli.

**Time Reporting – July – 2017:** The July 2017 Time Report shows a capture rate of 42.27%; the year-to-date capture rate is 43.23%. This is well above the 39% needed to fully fund the 2017 Budget. Figures are high because of the Family Care enrollments. Once all enrollments are completed, these figures are expected to return to normal.

**Audit of Payments/Line Item Transfers – July 2017:** The July 2017 Transaction Activity Report in the amount of $106,824.57 was reviewed by the Committee. Krug moved to approve the Transaction Activity Report in the amount of $106,824.57 and to accept all financial statements and place them on file subject to audit; Hammer seconded. All Ayes. Motion Carried. There were no line item transfers.

**Audit Review:** David M. Maccoux reviewed the 2016 audit with the Board. Schenck has issued an Unmodified Opinion.

**Fiscal Agent Contract Update:** This issue is on the Forest County Board of Supervisors agenda for their consideration in October. Wipfli has given us a quote of $625/month ($7,500 annually) to do payroll for the ADRC-NW employees. Oneida County, our current Fiscal Agent, would like the ADRC-NW to advance funds for the payroll for all the ADRC-NW employees. This would not include the county employees performing ADRC services in their respective counties. No Action Taken.

**Budget Planning for 2018:** Several iterations of a 2018 Budget were reviewed by the Committee. Satellite office budgets are due to be submitted as of September 8. No Action Taken.

**Consider Funding of Part-Time Receptionist in Taylor County:** Poe believes the ADRC-NW should have a part-time receptionist in Medford. The cost would be $17,500 annually. This item awaits action by the Taylor County Personnel Committee.No Action Taken.

**May convene in Closed Session pursuant to Wis. Stat. 19.85 (1) (e) for the purpose of deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a Closed Session. Specifically, to consider organizational structure and integration of Oneida/Vilas County’s Departments on Aging and ADRC services.** The Board did not go into Closed Session.

**May convene, or remain, in Closed session pursuant to Wis. Stat. 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 review performance evaluations of staff members.** The Board did not go into Closed Session.

**The Board will move to return to Open Session and may take formal action on any matter(s) discussed in Closed Session.** The Board did not go into Closed Session; therefore, no action taken.

**Review Current Job Descriptions:** This item was not ready for action. No Action Taken.

**Regional Manager Updates: 1)** Evaluations of three of the ADRC-NW employees were finished, and all three were eligible for step increases. 2) Forest, Taylor, and Vilas County Family Care enrollments are complete; and Oneida County has approximately ten still to be completed by October 1st. The emphasis now will be on taking care of the individuals who contacted the ADRC-NW for services during the enrollment period. 3) Poe successfully completed the grant for accessibility upgrades in the Crandon office. 4) We will probably continue to market our services as a regional for 2018. 5) All staff except for one went to PPS training.

**Letters & Communications:** Former Regional Manager Janell Schroeder sent a Thank You for the cash gift she received when she finished her employment with the ADRC-NW.

**Future Agenda Items:** Review of Job Descriptions; MOUs. The Executive/Personnel and Finance Committees will have a joint meeting on Friday, September 15, 2017 at 1:00 P.M. to work on the 2018 budget.

**Adjournment:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, October 6, 2017 at a time to be determined. It will be in Rhinelander. With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 2:07 P.M.

**Handouts: Minutes of the August 14, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting;** 2018 ADRC of the Northwoods Budget Worksheet with all current members; 2018 ADRC of the Northwoods Budget Worksheet without Oneida and Vilas Counties; 2018 ADRC Budget – Total Wages/Fringe at 0% Wage Increases with all current members; 2018 ADRC Budget – Total Wages/Fringe at 0% Wage Increases without Oneida and Vilas Counties. July 2017 Revenue/Expense Report; July 2017 Time Report; July 2017 Transaction Activity Report; 2016-2017 Federal & State GPR Comparison.