

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

Tuesday, January 18, 2022 – 12:00 Noon

300 A South Lake Avenue, Crandon, WI 54520

+ Ring Central originating at the above address

Members Present: Ackley, Bix, Brensinger, Dubiak, Gretzinger, Helmert, Lee, Lemke

Member(s) Absent: None

Call Meeting to Order: Chair Ackley called the meeting to order at 12:00 Noon. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comments & Introductions: Introductions were made among the Board Members.

Approval of the Agenda: Lemke moved to approve the agenda with seventeen items; Dubiak seconded. All Ayes. Motion Carried.

Approval of the December 13, 2021 Board of Directors Minutes: Gretzinger moved to approve the Board of Directors meeting minutes of December 13, 2021; Lee seconded. All Ayes. Motion Carried.

Statement of Revenues & Expenses – November 2021: The Board reviewed the Statement of Revenues & Expenses and the Statement of Net Position. The only unusual items were the longevity bonuses included under Wages & Salaries.

Cash Disbursements – November 2021: Cash Disbursements were \$48,325 for November 2021. Gretzinger moved to accept the financials as presented and place them on file subject to audit; Lee seconded. All Ayes. Motion Carried.

Time & Task – November 2021: The November 2021 time report capture rate was 33.98%. The year-to-date capture rate was 38.34%.

Budget Amendments: No budget amendments are needed in 2021. The only large underspent items were computer expenses, board expenses and health insurance.

Cost of Living Adjustment: The State of Wisconsin is allotting the ADRC-NW \$15,000 in underspent monies for 2021. Poe suggested that we use this money for COLA raises, the purchase of another laptop and printer and at least temporarily increasing the Disability Benefit Specialist (DBS) in Medford from 24 hours per week to 32. This would certainly be warranted because of her increased workload. It would cost \$5,000 through September, at which time we would need to re-evaluate the extra hours. Dubiak moved to proceed with the COLA raises, the purchase of computer equipment and the increase in hours for the Medford DBS. Lemke seconded. All Ayes. Motion Carried.

Approval of WIPFLI Engagement Letter: This is the same contract the ADRC-NW enters into with WIPFLI every year. There is no increase in cost. Gretzinger moved to approve the extension of the contract with WIPFLI at the same rate as last year; Lemke seconded. All Ayes. Motion Carried.

Future of the ADRC of the Northwoods: There was much discussion on this item, but no decisions were reached.

Regional Manager Applicants: There was one application received, and no action was taken.

Dementia Care Specialist Position: No action was taken on this item.

Regional Updates: 1) Additional COVID-19 funding has been received and must be spent before October 1, 2022. 2) Taylor County is working on three functional screens; Forest County is working on four.

Letters & Communications: There were none.

Future Agenda Items: The Regional Manager position

Adjournment: With no further business, Brensinger moved at adjourn; Lee seconded. All Ayes. The meeting was adjourned at 1:12 P.M.

Handouts: Minutes of the December 23, 2021 Aging & Disability Resource Center Board of Directors meeting; Statement of Net Position – November 2021; Statements of Revenues and Expenses – November 2021; Cash Disbursements – November 2021; 2020-2021 ADRC Federal & State GPR Revenue Comparison; Budget vs. Actuals – January-December 2021; Transaction List - November 2021;