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

**BOARD MEETING**

**Friday, October 30, 2020 – 12:00 Noon**

**Ring Central Meeting originating at 300A South Lake Avenue, Crandon, WI 54520**

**Members Present:** Ackley, Bix, Dubiak, Gretzinger, Helmert, Lemke, Weyers

**Members Absent:** Myers

**Call Meeting to Order:** Chair Ackley called the meeting to order at 12:05 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 fourteen items; Dubiak seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the August 28, 2020 Board of Directors Meeting:** Weyers moved to approve the minutes of the August 28, 2020 Board of Directors meeting; Dubiak seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – August 2020 and September 2020:** Total revenues for August 2020 were $46,136.00; total expenses were $46,136.00. Total revenues for September 2020 were $51,991; total expenses were $51,991. After reviewing year-to-date and projected end-of-year revenues and expenses, Poe stated that it appears the ADRC-NW will be within budget for 2020, but things will be very, very close. In the past, there has been a lot of carryover, but there probably will be very little, if any, this year.

**Cash Disbursements – August 2020 September 2020:** Cash disbursements for August 2020 were $46.136.00; cash disbursements for September 2020 were $51,991.00. After review, Dubiak moved to accept the financial reports and place them on file subject to audit. Helmert seconded. All Ayes. Motion Carried.

**Time & Task – August 2020 & September 2020:** August 2020 time reporting capture rate was 39.57% and year-to-date through August was 38.36%. September 2020 time reporting capture rate was 36.79% and year-to-date through September was 38.19%. Since the 2020 budget is based on a capture rate of 39%, the final figures will be extremely close.

**Letters & Communications:** Sue Nuernberger submitted her resignation effective January 8, 2121. Poe stated that Nuernberger always gave the customer more than they expected. Bix moved to accept Nuernberger’s resignation with deepest regret; Dubiak seconded. All Ayes. Motion Carried. The ADRC-NW also received a reconciliation letter from the Wisconsin Department of Health Services (DHS), stating that there were no problems with the 2019 audit.

**Approval of the 2021 ADRC-NW Budget:** Since Nuernberger is retiring, her replacement will be placed at a lower pay grade, and the ADRC-NW will save there. Also, McMurry is asking that her hours be decreased to 30 hours per week rather than 40. A part-time position will not be filled. There will be

additional savings there. The 2021 budget will be based on a time reporting capture rate of 38%, which is down from 39% for 2020. One of the issues with time reporting this year is that ADRC-NW employees are no longer doing home face-to-face visits, but instead are trying to do everything through the telephone and Internet. This is due to Covid-19. That cuts down on the reimbursable time the ADRC-NW can report. Total expenses for the year are expected to be $662,890. After further review, Helmert moved to accept the 2021 budget based on a time reporting capture rate of 38%. Gretzinger seconded. All Ayes. Motion Carried.

**Approval of Step Increases for 2021:** Poe is proposing that employees receive a 2% across-the-board cost-of-living wage increase. In addition, five employees are eligible for step increases upon favorable review. Weyers moved to approve the wage increases proposed; Helmert seconded. All Ayes. Motion Carried.

**Reinvestment Project:** The State of Wisconsin has not increased funding for ADRCs in twenty years, while expecting more and more services from those ADRCs. With this in mind, the State has proposed using a different funding formula in the future. However, the State will need an additional $27,000,000 to fully fund this change. This will need to be approved by the State Legislature and the Governor. This will probably not happen until at least January 2022, if then.

**Regional Updates:** 1) One employee has had Covid-19. 2) Covid cases continue to rise in both Forest and Taylor Counties. 3) Taylor County is working on five functional screens, Forest County on three. 4) I&A workers had 393 contacts in September; the Disability Benefit Specialist had nineteen. The Elder Benefit Specialist had 44 contacts from July through September. 5) Caseloads for Taylor County were 46 and Forest 48. 6) DHS and the ADRC-NW continue to have regular meetings via the Internet.

**Future Agenda Items:** As needed

**The next Aging & Disability Resource Center of the Northwoods meeting will be Friday, December 11, 2020 at 12:00 Noon.**

**Adjournment:** With no further business, Bix moved to adjourn; Dubiak seconded. The meeting was adjourned at 12:35 P.M.

Handouts: Minutes of the August 28, 2020 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statements of Net Position for August 31, 2020 and September 30, 2020; Revenue/Expense Reports for August 2020 and September 2020; Cash Disbursements for August 2020 and September 2020; 2019-2020 Federal & State GPR Revenue Comparisons for August 2020 and September 2020; proposed 2021 Budgets with and without employee cost-of-living and step wage increases.