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

**BOARD OF DIRECTORS**

**Friday, October 29, 2021 – 12:00 Noon**

**300 A South Lake Avenue, Crandon, WI 54520**

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

**Members Absent:** Myers (resigned), Weyers (resigned)

**Call 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). Present telephonically was John Brensinger, Board Member candidate.

**Public Comment & Introduction:** John Brensinger, Board Member candidate.

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

**Approval of the Minutes of August 27, 2021 Board of Directors Meeting:** Dubiak moved to approve the minutes of August 27, 2021 Board of Directors meeting; Lemke seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – August 2021 & September 2021:** August expenses totaled $45,254. Year-to-date, as of August 31, 2021, the ADRC-NW was underspent by $255,358 estimated. September expenses totaled $59,240. Year-to-date, as of September 30, 2021, the budget was underspent by $196,118 estimateds.

**Cash Disbursement – August 2021 & September 2021:** Cash disbursements for August 2021 were $45,254 and for September $59,240. Gretzinger moved to accept the financial statements for August 2021 and September 2021 and place them on file subject to audit. Ackley seconded. All Ayes. Motion Carried.

**Time & Task – August 2021 & September 2021:** The time report capture rate for August was 42.67% with a year-to-date rate of 40.08%. The capture rate for September was 35.18%; year-to-date was 39.45%

**Approval of Dementia Care Specialist Job Description:** The State of Wisconsin awarded $80,000 for a full-time dementia care specialist. Poe stated that it may be impossible to hire one person to handle both counties, and thus she is proposing that the Board also consider two half-time positions. This position is designed to work in the community to develop referral relationships with physicians and hospitals, provide volunteer training and guidance, develop referral protocols with other dementia care entities, as well as offer person-centered support for customer decisions on dementia care. Bix moved to approve both the full-time and the part-time job descriptions for the dementia care specialist; Helmert seconded. All Ayes. Motion Carried.

**Approval of 2022 Budget:** The total draft budget for personnel in 2022 would be $643,296 which is up from $537,113 in 2021. Poe stated that it is hard to predict personnel and operational costs for the coming year with the new dementia care specialist coming onboard. Total expenses for 2022 are projected at $762,218. Setting the time report capture rate at 39% will cover our expenses for the year. No COLA raises are being projected; however, two employees will be getting their step increases. If there is money left over at the end of the year, longevity bonuses may be given. Gretzinger moved to approve the draft budget as presented; Lemke seconded. All Ayes. Motion Carried.

**Resignation/Approval of Board Members:** Sherry Myers and Jeannie Weyers have resigned from the ADRC-NW Board. Two applications from Forest County have been received: John Brensinger and David Lee. John was present via telephone. John has experience working with the Rhinelander and Eagle River ADRCs. David was out of town and not able to attend the meeting. However, Terese did speak with him on the telephone before he left on vacation. Lemke moved to accept the two new board members and accept the resignations of the two current members. Dubiak seconded. All Ayes. Motion Carried.

**Regional Updates:** 1) Both ADRC-NW offices have been open since July 1. The Department of Health Services started requiring face-to-face meetings for functional screens but has now rescinded that order. 2) Poe applied for and received a $5,000 grant to help handle expenses due to Covid-19. 3) Forest county is working on five functional screens, Taylor County on four. 4) The dementia care specialist must be hired by January or February 2022. 5) A new I&A Specialist will also need to be hired since Kris McMurry is retiring; her last day is November 18. 6) Taylor County had 209 I&A contacts in June, 168 in July, 198 in August and 222 in September. Forest County had 188 contacts in June, 143 in July, 183 in August and 225 in September. 7) Disability Benefit Specialist contacts for June were 17, July 13, August 38 and September 43. 8) Both the Disability Benefit Specialists and the Elder Benefit Specialist were reviewed by their program attorneys. They are all doing a great job.

**Letters & Communications:** There were none.

**Future Agenda Items:** The Board decided to meet once more before the end of the year. The date for that is December 13, 2021 at 12:00 Noon.

**Adjournment:** With no further business, the meeting was adjourned at 12:52 P.M.

**Handouts:** Minutes of the August 27, 2021 Board of Directors meeting; Statement of Revenues & Expenses through August 31, 2021; Statement of Revenues & Expenses through September 30, 2021; Cash Disbursements August 2021 & September 2021; 2020-2021 ADRC Federal & State Revenue Comparison – August 2021 & September 2021; Time & Task Report August 2021 & September 2021; Statement of Net Position as of August 31, 2021; Statement of Net Position as of September 30, 2021; Draft Dementia Care Specialist Job Description; Draft 2022 ADRC-NW Budget; Board of Directors Applications – David D. Lee & John Brensinger.