

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

Tuesday, November 29th, 2022 – 11:00 a.m.

300A South Lake Ave Crandon, WI 54520

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

Member(s) Absent: Bix

Call Meeting to Order: Chair Gretzinger called the meeting to order at 11:04 A.M. Also present were John Brensinger, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Kristin Bauknecht, Administrative Assistant, ADRC-NW.

Approval of the Agenda: Lee moved to approve the agenda with six items; Ackley seconded. All Ayes. Motion Carried.

Approval of October 25, 2022 Board of Directors Minutes: Ackley moved to approve the minutes of the October 25, 2022 Board of Directors meeting as presented; All Ayes. Motion Carried.

Financials – October 2022 Financials, Year End Financials, Preliminary Budget for 2023: Revenues & Expenses for October 2022 were \$56,323. We are under budget for the year by \$246,396. Cash Disbursements totaled \$56,323. We incurred legal service costs in the amount of \$227.50. Our time reporting capture rate for September 2022 was 35.79%; year-to-date it is 35.06%. After review, Lee moved to accept the Cash Disbursements and place them on file subject to audit; Ackley seconded. All Ayes. Motion Carried.

One of the Board Members questioned why Expenditures line item 600 Meals, Lodging and Miscellaneous Travel is more expensive this year compared to last year and the increase is due to Covid19 restrictions being lifted so staff are conducting more home visits and are traveling to more meetings and trainings. Also new employees coming to Crandon for training, and the Forest County DBS lives in Medford.

Projected expenses/expenses: purchase a copier with a fax line (to get 3 quotes and keeping the cost below \$10,000. Purchas Laptop for ADRC Board Of Directors. Provide Refined Technology notification we will end our contract on 12/31/22, contracting with Naunkca to maintain computers/systems at \$80 per hour. Need to get 2-3 quotes from auditors to provide services due to CLA (CliftonLarsonAllen LLP) no longer conducting audits for the ADRC. Reimburse Jessica Campbell for a laptop purchase for the ADRC.

WIPFLI services will no longer be needed to process payroll, etc. as KerberRose will begin processing payroll and all other payroll related items at an increased expense of \$400 per month plus an initial set up fee of \$400 as of January 1, 2023 in addition to the current financial services they already provide to the ADRC.

Regional Updates & Questions: See above projected/expenses.

Future Agenda Items: Budget Projection, Longevity/Retention Bonus, Tentative Salary and Fringe, Tentative Wage Scale Increase and Tentative Preliminary Budget for 2023.

Adjournment: With no further business, the meeting was adjourned at 12:25 P.M. Lee motioned to adjourn and Cindy adjourned.

The next meeting of the Aging & Disability Resource Center Board of Directors will be Tuesday, December 20, 2022 at 11:00 A.M. It will be in Medford.

Handouts: Minutes of the October 25, 2022 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statement of Net Position as of October 31, 2022; Statement of Revenues & Expenses October 31, 2022; Cash Disbursements for October 2022; Time Report Rates for October 2022; 2021-2022 ADRC Federal & State GPR Comparison; Budget Projection, Tentative Salary and Fringe, Tentative Wage Scale and Tentative Preliminary Budget for 2023.