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

**BOARD OF DIRECTORS**

**Monday, December 13, 2021 – 2:00 P.M.**

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

 **+ Ring Central Virtual Meeting Originating at the Above Address**

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

**Members Absent:** None

**Call Meeting to Order:** Chair Ackley called the meeting to order at 2:10 P.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC).

**Public Comment & Introductions: None**

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

**Approval of the October 29, 2021 Board of Directors Meeting:** Dubiak moved to approve the minutes of the October 29, 2021 Board of Directors meeting; Helmert seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – October 2021:** The Board reviewed the Statement of Revenues and Expenses, showing that we are underspent so far this year. Our Net Position is $515,915.53. No Action Taken.

**Cash Disbursements – October 2021:** Cash disbursements for the month of October were $49,347.48. There were no unusual expenses. Helmert moved to accept the October 2021 financial reports and place them on file subject to audit. Lee seconded. All Ayes. Motion Carried.

**Time & Task – October 2021:** The time report capture rate for October was 32.20%; the year-to-date rate was 38.75% No Action Taken.

**Approval of Longevity Payments:** If longevity payments are paid at the end of this year, the total will be less than $6,000, while our budget is more than $9,000 underspent. Poe wants to give employees with less than five years longevity a $250 bonus. The only other expected expense will be a laptop computer for about $3,200. Bix moved to approve the payment of longevity payments at the same rate as previous years and a $250 payment to employees with less than five years with the ADRC. Helmert seconded. All Ayes. Motion Carried.

**Regional Updates:** 1) Both Forest and Taylor counties continue to work on functional screens. 2) Covid-19 numbers are again high. Additional funding has been made available in the amount of $5,000 for ADRC staff to provide any type of Covid-related activities. These monies can be used through October 2022. 3) The State of Wisconsin has decided that every county will get $10,00 from the total of underspent funds for 2021, and this amount will be added to allocations for 2022. 4) We have issues with staffing since we are an employee short now. 5) Also we need to hire a Dementia Care Specialist soon, but Poe is waiting to see when the training for this position is scheduled. 6) Heidi Eisner has been hired to fill the recently vacated I&A Specialist position in Medford. She was previously the Elder Benefit Specialist for Taylor County and was the only applicant for the position. 7) Four Community Health Workers have been approved by the State because of need in rural counties.

**Letters & Communications: 1**) Poe has received the audit agreement for Chair Ackley to sign. 2) Poe submitted her resignation as Regional Manager. Gretzinger moved to accept her resignation with regret; Brensinger seconded. All Ayes. Motion Carried. Poe will set up advertisements in both the Forest County and Taylor County media. Gretzinger, Lemke, Brensinger, Bix and Ackley will be on the screening committee. 3)The State of Wisconsin is now saying that integration between the county Commissions on Aging and the ADRCs in each county should be completed by 2023. 4) The Social Security Administration will now be sending their annual letter of benefits by email only. We feel this is a major problem because many Social Security recipients do not have email or access to it.

**Future Agenda Items:** Hiring a new Regional Manager, adjusting to the Social Security Administration going green.

**Adjournment:** With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 12:57 P.M.

**Handouts:** Minutes of the October 29, 2021 Aging & Disability Resource Center Board of Directors meeting; ADRC-NW Statement of Net Position, Statement of Revenues & Expenses and Cash Disbursements for October 2021; 2020-2021 ADRC Federal & State GPR Revenue comparison; Transaction List for October 2021.