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

**BOARD OF DIRECTORS**

**Friday, December 15, 2017 – 12:00 Noon**

**100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Ackley, Bix, Dubiak, Gresser, Hammer, Kressin, Krug, Millan, Platner, Tuckwell

**Member(s) Absent:** Cushing (excused), Price (excused), Pemma (NOTE: There are two vacancies on the Board of Directors.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 12:00 Noon. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Tammy Queen, Director, Forest County Commission on Aging; Angela Beauchaine, Financial Services Supervisor, Oneida County Department of Social Services. Joe Gottsacker, Assistant Director, Oneida County Department on Aging was present until 12:15 P.M

**Public Comment and Introductions:** There was none.

**Approval of the Agenda:** Bix moved to approve the agenda with eighteen items; Dubiak seconded. All ayes. Motion Carried.

**Approval of November 3, 2017 Board of Director Minutes:** Dubiak moved to approve the minutes of the November 3, 2017 Board of Directors meeting; Gresser seconded. All Ayes. Motion Carried.

**Financial Statements – October 2017:** Beauchaine stated that she estimates the year-end balance of the Revenue/Expense Report to be around $260,000. All line items look good with only a few small line item transfers needed before the end of the fiscal year.

**Time Reporting – October 2017:** The October 2017 time report capture rate was 45.40%, and the year-to-date rate was 43.40%. Figures continue to be higher than normal because work is still being done resolving Family Care enrollment issues. Three ADRC Specialists are assisting Oneida County, and all the other counties have been finished for some time now. The 43.40% capture rate is well above the 39% needed to fully fund the 2017 budget.

**Audit of Payments/Line Item Transfers - October 2017:** After review, Krug moved to approve the Transaction Activity Report for October 2017 in the amount of $149,519.64; Bix seconded. All Ayes. Motion Carried. No line item transfers were presented at this time, but some will have to be approved with either the November or December financial reports. Krug then moved to accept the financial reports and place them on file subject to audit; Bix seconded. All Ayes. Motion Carried.

**Budget 2018:** After reviewing the updates incorporated in the budget worksheet, Krug moved to recommend to the full Board of Directors that it approve the 2018 Budget at $1,136.284. Kressin seconded. All ayes. Motion Carried. This budget assumes a time report capture rate of 40% which is 1% greater than that used for the 2017 budget which was set at $1,140,676. It is noted that for the time being Oneida County will continue as the Fiscal Agent with Wipfli doing the payroll.

**Approval of Letter of Engagement RE: WIPFLI Payroll Services:** A letter was distributed to Board Members which was drafted by Wipfli and approved by our attorney. It outlines their payroll services to us and the cost of those services. Hammer moved to approve the Letter of Engagement with Wipfli for payroll services; Platner seconded. All Ayes. Motion Carried.

**Approval of Intergovernmental Cooperation Agreement RE: Part Time Receptionist in Taylor County:** The individual who will be the receptionist in Taylor County is not eligible for insurance for ninety days after becoming employed, so the 2018 cost of that employee will be less than originally anticipated. Bix moved to approve the Intergovernmental Cooperation Agreement with Taylor County regarding the receptionist position. Tuckwell seconded. All Ayes. Motion carried.

**Approval of MOU with Forest County RE: Elder Benefit Specialist Becoming an ADRC of the Northwoods Employee:** The ADRC-NW will be taking over responsibility for the Elder Benefit Specialist now employed by Forest County. She will be able to get federal drawdown money, and we will be billing Forest County for the rest of her wages. Platner moved to approve the MOU with Forest County regarding this issue; Ackley seconded. All Ayes. Motion Carried.

**Pay scale of a Forest County Employee:**  The Administrative Assistant’s pay has been adjusted to grade 8 on the pay scale. This was due to her past experience. No Action Taken.

**Review of Regional Manager Performance Evaluation:** The Executive/Personnel Committee completed the performance evaluation of the Regional Manager. Bix will tabulate the results and have Poe and Chair Millan sign the evaluation. Poe will be given an increase in salary based on this evaluation. No Action Taken.

**Update on MOUs:** Poe reported that the MOUs with all the counties except Oneida County Department on Aging are finished. Oneida County’s Department on Aging MOU should be done within the week. Poe is still working with the tribes on their MOUs.

**Regional Manager Updates:** 1) About ten employees needed new computers, and all computers have now been received or ordered. 2) Family Care enrollments are finished. Everyone has completed their Queue list except for the Oneida County. Oneida County had 162 on their list and now have 63 left. Vilas County has 60 individuals on their waitlist; Taylor County has 19; Forest County has 27. Three ADRC Specialists have been helping Oneida County get their list down. 3) The ADRC-NW started a Change Project in 2017 but it will not be completed and will need to do two in 2018. 4) There are still issues with the telephone system in Vilas County since their move to the Court House. 5) The State requires that all counties have an ADRC sign in front of their offices; Vilas County will have to have one installed. There may also be some accessibility issues at their location. 6) I.R.S. mileage rates are going up to $0.545 for 2018. 7) Staff received training in Family Care last week. 8) The 2018 contract with the State of Wisconsin has been signed and submitted. The ADRC-NW is also required to do an annual update, but the forms have not been received from the State.

**Letters & Communications:** A holiday greeting card was received from former Regional Manager Janelle Schroeder. Board meeting dates for 2018 were proposed and accepted: January 5, February 2, March 2, April 6, May 4, June 1, July 6, August 3, September 7, October 5, November 2, December 7. These dates are subject to change as circumstances warrant.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Platner moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 12:25 P.M.

**Handouts:** Minutes of the November 3, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; October 2017 Revenue/Expense Report; 2016-2017 Federal & State GPR Revenue Comparison; October 2017 Time Report; October 2017 Transaction Activity Report; 2018 ADRC-NW Budget – Final.