

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

Tuesday, February 28, 2023 – 11:00 A.M.

**Medford Public Library, Small Conference Room
400 North Main Street, Medford, Wisconsin 54451**

Members Present: Ackley (Ring Central), Bix, Dubiak, Lee, Lemke (Ring Central)

Members Absent: Gretzinger, Helmert

Call Meeting to Order: In the absence of the Chair, Vice-Chair Dubiak called the meeting to order at 11:17 A.M. Also present was John Brensinger, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment and Introductions: There were none.

Approval of the Agenda: Bix moved to approve the agenda, Lee seconded. All Ayes. Motion Carried.

Approval of the December 20th, 2022 Board of Directors Minutes: Ackley moved to accept the minutes of the December 20, 2022 Board Meeting; Lemke seconded. All Ayes. Motion carried.

Financials: December Financials. 2022 Year-End Financials, January 2023 Financials: The Board reviewed the 2022 Year-End Financials, the December 2022 and January 2023 financials. Cash Disbursements for December 2022 were \$108,406 and for January 2023 were \$57,206.02. Time Reporting for the month of December 2022 showed a capture rate of 31.80% and for January 2023 36.70%. Lee moved to approve the disbursements for December in the amount of \$108,406 and January in the amount of \$57,106.02. All Ayes. Motion Carried.

Interim Regional Manager Updates and Questions: 1) The Taylor County Administrative Assistant is now helping with answering the phone in Medford, and this seems to be working very well. Her new annual salary is \$17,434.56. 2) The ADRC-NW now has a new IT person. He will need to update our Microsoft software and install anti-virus software for both offices. 3) Kerber Ross' new fee for doing our financials is \$1,650 plus an additional \$400 /month for payroll. We will need to install Quik Books at \$600/year. 4) The annual rent for the Taylor County office is \$804.00 for 2023 compared with \$792.21 for 2022. 5) The ADRC-NW will open an account with Associated Bank. Bix moved to open the account with Associated Bank; Ackley seconded. All Aye. Motion Carried. We will also need stamps for signatures on our checks. Lee moved to have the Chair and the Secretary as the signatories for this; Dubiak seconded. All Ayes. Motion Carried. 6) The ADRC-NW joined both the Forest County and the Medford Chambers of Commerce to get our name out more into the public and to take advantage of their advertising. 7) The new fax line should be up and running once the new printer is installed in Crandon. 8) The 2022 audit will start April 19. 9) Bix moved to sell our old printer to the Commission on Aging in Forest County for \$500; Dubiak seconded. All Ayes. Motion Carried. 10) The Crandon office now has new flooring. 11) There are several openings in both Forest and Taylor Counties. Brensinger will soon be starting interviews for these positions. 12) The employees suggested a revision of hours to increase productivity.

This will be discussed at the March meeting. 13) Brensinger will contact our attorney regarding an employee with a bad attitude and then discuss the situation with the employee. 14) The Board signed the Confidentiality and Conflict of Interest annual forms.

Future Agenda Items: Change in hours. Location of board meetings.

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