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

**BOARD OF DIRECTORS**

**Friday, January 05, 2018 - 12:00 Noon**

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

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

**Member(s) Absent:** Cushing (excused); Pemma, Price (excused), Tuckwell (excused) (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); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Service Department.

**Public Comment & Introductions:** There were none.

**Approval of Agenda:** Platner moved to approve the agenda with sixteen items; Gresser seconded. All Ayes. Motion Carried.

**Approval of the December 15, 2017 Board of Directors Minutes:** Dubiak moved to approve the minutes of the December 15, 2017 Board of Directors meeting; Krug seconded. All Ayes. Motion carried.

**Financial Statements – November 2017:** The Board reviewed the Revenue/Expense Report for November 2017. It appears the funds available for carryover will be approximately $269,000 if projections hold. There will some minimal line item transfers needed after the December financials are completed.

**Time Reporting – November 2017:** The November 2017 time report capture rate was 40.08%; the year-to-date rate was 43.09%. This compares very favorably with the 39% needed to fully fund the 2017 Budget.

**Audit of Payments/Line Item Transfers – November 2017:** The Transaction Activity Report for November 2017 shows expenses in the amount of $92,319.11. After review, Krug moved to approve the Transaction Activity Report as presented; Ackley seconded. All Ayes. Motion Carried. Krug further moved to accept the other financial reports and place them on file subject to audit; Ackley seconded. All Ayes. Motion Carried. There were no line item transfers at this time.

**Approval of Addendum A to Fiscal Agent Contract with Oneida County:** Krug moved to accept Addendum A to the Fiscal Agent Contract providing $1500/month for payment of services as fiscal agent. Kressin seconded. All Ayes. Motion Carried.

**Update on Restructuring of the ADRC of the Northwoods:** The Executive Committee had a conference call with the ADRC-NW attorney Andy Phillips. He will prepare a draft proposal to dissolve the long-term care district and establish a 66.03.01 entity and review it with the Executive Committee at a special meeting on January 18th. Board Members are encouraged to contact their elected county officials to explain what is happening. The ADRC-NW cannot dissolve as a long-term care district until the 66.03.01 organization is in place. The emphasis must remain on providing continuing, uninterrupted services for customers.

**Finalize Regional Manager Performance Evaluation:** Platner moved to finalize the Regional Manager Performance Evaluation and authorize the appropriate raise for the individual retroactive to November 24, 2017, six-month anniversary of date of hire; Kressin seconded. All Ayes. Motion Carried.

**Update on MOUs:** MOUs with Forest, Oneida, and Vilas Counties are complete. The MOU with the Taylor County Human Services Department is nearing completion. MOUs with the Potawatomi and Lac du Flambeau Tribes are still pending.

**Unmet Needs for 2017:** The Board identified the following as unmet needs for 2017, continuing into 2018: long-term care services, home care, housing, prescription drug assistance, utility assistance, transportation services.

**Regional Manager Updates:** 1) Computers have been ordered and delivered for all employees needing new computers. 2) Section 2 funds were authorized in the amount of $10,000 to ensure the Forest County offices are handicapped accessible. Only $4,200 was expended. 3) The Vilas County wait list is at 62. Taylor County is currently at 15, but 13 screens are pending. Forest County has 23. Oneida County started out with 113 on their Queue List which has gone up to 172. Out of those 50 screens have been completed; and so far 44 indicated they were not interested, went to a nursing home, or passed away. ADRC-NW I & A Specialists Erforth and Kirker have been helping Oneida County all of December, and the I & A Specialist from Lac du Flambeau has also been assisting in an attempt to get the number down. 4) The telephone situation in Vilas County since their move into the Court House is still very problematic. 5) Wipfli is now doing the payroll, and $179,000 was transferred from Forest County to the ADRC-NW accounts to cover this. 6) Marketing banners were designed by the State, and two for each site have been selected for our use.

**Letters & Communications:** A communication from U. S. Representative Sean Duffy was received, announcing a meeting to discuss hunger and housing issues in rural communities. Board Member Ackley will attend. Regional Manager Poe and Secretary Bix will draft a letter outlining ADRC-NW concerns with these issues.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 12:35 P.M. The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, February 2, 2018.

**Handouts:** Minutes of the December 15, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Revenue/Expense Report for November 2017; 2016-2017 Federal & State GPR Revenue Comparison through November 2017; November 2017 Time Report; November 2017 Transaction Activity Report; Addendum A to Fiscal Agent Contract with Oneida County.