

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

Friday, March 2, 2018 – 12:00 Noon

100 West Keenan Street, Rhinelander, WI 54501

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

Members Absent: Cushing (excused), Krug (excused), Pemma, Platner, Price (excused)

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); Heidi Chavez, Finance Technician, Oneida County Social Services Department; Joel Gottsacker, Assistant Director Oneida County Department on Aging; Dianne Jacobson, Director, Oneida County Department on Aging; Bill Freudenberg, Oneida County Supervisor.

Public Comment & Introductions: Dianne Jacobson, Director of the Oneida County Department of Aging, stated her reasons for the ADRC-NW to grant an early release to Oneida County. She felt that July 1, 2018 would be a reasonable date for this release. She also stated that the State would not consider the Oneida County application until they have a letter releasing them from the contract with the ADRC-NW. For budgetary reasons the release has to be before August of this year, according to Jacobson. According to the ADRC-NW bylaws, the release date should be December 31, 2018.

Approval of the Agenda: Dubiak moved to approve the agenda with 23 items; Ackley seconded. All Ayes. Motion Carried.

Approval of January 5, 2018 Board of Directors Minutes: Dubiak moved to approve the minutes of the January 5, 2018 Board of Directors meeting; Gresser seconded. All Ayes. Motion Carried.

Financial Statements – December 2017 & January 2018: The Board reviewed the Close 1 Revenue/Expense Report for 2017. The ADRC-NW did not use \$240,713 of the General Purpose Revenue allotted, and some of this money will be available for carryover. The amount unspent from 2016 carryover will not be available for carryover. The ADRC-NW also received approximately \$51,000 more in time reporting funds than budgeted. The Board then reviewed the Revenue/Expense Report for January 2018. Everything appears to be within normal limits, although expenses are low because there have been no payments to counties or tribes to date. Hammer moved to accept the January 2018 financial reports and place them on file subject to audit. Ackley seconded. All Ayes. Motion Carried.

Time Reporting – December 2017 & January 2018: The January 2018 time reporting capture rate was 43.73%, which is significantly over the 40% needed to fully fund the 2018 budget.

Audit of Payments/Line Item Transfers – December 2017 & January 2018: After review, Hammer moved to approve the Close 2017 Transaction Activity Report in the amount of \$126,667.05 and the January 2018 Transaction Activity Report in the amount of \$67,660.75. Ackley seconded. All Ayes. Motion Carried. There were no Line Item Transfers.

Approval of Civil Rights Compliance Letter of Assurance: The ADRC-NW is required to submit a Civil Rights Compliance Letter of Assurance each year. This year's letter is identical to that of the previous

Letter of Assurance. Tuckwell moved to approve the Civil Rights Compliance Letter of Assurance as presented; Hammer seconded. All Ayes. Motion Carried.

Approval of Lac du Flambeau Board Member: Tuckwell moved to accept Gloria Cobb as the Lac du Flambeau representative on the ADRC-NW Board; Ackley seconded. All Ayes. Motion Carried.

Restructuring Update: Poe is preparing a budget for ADRC-NW for every possible scenario in the restructuring process. Forest and Taylor Counties wish to remain together. Forest County could potentially be down one part time staff member and the DBS will be part-time. Letters of support that are needed for the application are ready to be sent out. For the application, the State wants a firm date of when the smaller ADRC-NW will start its operations. Sherry Schuelke, Regional Quality Specialist, State of Wisconsin, has told Poe that once Oneida and Vilas Counties have their end date with the ADRC, the State will process their applications. Poe is working on July 1, 2018 as the date for the transfer of all fiscal duties to Wipfli, but that process may take 2-3 months. Carryover funds will be used to inform the public of the split so that telephone calls will be sent to the correct entities after the split.

Approval of Releasing Vilas County December 31, 2018: According to the ADRC-NW bylaws, Vilas County can be released from the ADRC-NW sixteen months after giving notice that they wished to leave. Kressin moved to give Vilas County a letter stating that the ADRC-NW will release them on December 31, 2018 in agreement with the bylaws. Tuckwell seconded. All Ayes. Motion Carried.

Discussion of Releasing Oneida County from Contractual Obligations: Poe feels that it would best serve the ADRC-NW customers to release both counties at the same time – December 31, 2018. The ADRC is currently assisting Oneida County in eliminating their queue list, which the other counties and tribes have already done. Hammer brought up that the Sokaogon Chippewa tribe left without giving a 16-month. However, since they are a sovereign nation, they did not need to give sixteen months' notice. Jacobson stated that it was not Oneida County's concern whether or not Vilas County was leaving and whether or not this will have an impact to the ADRC-NW. Hammer also iterated a number of reasons why he felt Oneida County should be released early. Hammer then moved to release Oneida County as of July 1, 2018; Gresser seconded. Roll Call: Ackley – Abstain; Bix – No; Dubiak - No; Gresser – Yes; Hammer – Yes; Kressin – No; Millan – No; Tuckwell – No. Yes – 2; No – 5; Abstain – 1. Motion Failed. Bix then moved to release Oneida County at the same time Vilas County is released, December 31, 2018; Kressin seconded. Roll Call: Ackley – Yes; Bix – Yes; Dubiak – Yes; Gresser – No; Hammer – No; Kressin – Yes; Millan – Yes; Tuckwell – Yes. Yes – 6; No – 2. Motion Carried. Jacobson and Freudenberg left the meeting at this point.

Approval of Overtime Pay: Oneida County still has a large queue list. The other entities got all their applications and screens done some time ago, and their staff were allowed to earn comp time. Assistant Director Gottsacker would like his staff to be able to earn overtime in order to get their queue list finished. Hammer moved to approve overtime pay for those individuals working on the queue list in Oneida County; Gresser seconded. All Ayes. Motion Carried. The money for this will come out of carryover funding. Four I & A Specialists from outside Oneida County will help them with this list.

Approval of Staff Attending ASA Conference: After discussion, Kressin moved to send four staff members to the Aging Society of America conference using carryover funds to finance the trip; Tuckwell seconded. All Ayes. Motion Carried.

Approval of Increase Per Diem Rate for Conferences: The federal per diem rate is \$74/day for San Francisco compared with the \$42/day for the ADRC-NW's regular reimbursement rate. Hammer moved to allow personnel who attend out-of-town conferences to receive reimbursement at the federal rate if the conference is out-of-state and to use the state rate for in-state conferences. Kressin seconded. All Ayes. Motion Carried.

Approval of Amendment No. 1 Fiscal Agent Contract: There were some language changes to the Fiscal Agent Contract with Oneida County for 2018, and the ADRC-NW attorney as approved them. Tuckwell moved for adoption of Amendment No. 1 to the Fiscal Agent Contract with the language changes and a flat rate of \$1,500/month; Dubiak seconded. All Ayes. Motion Carried.

Approval of Lease Agreement with Forest County: Forest County is not raising the rent charged to the ADRC-NW for office space, but their corporation counsel would like a formalized lease agreement. Ackley moved for approval of the lease agreement with Forest County at a rate of \$1,200/month. Tuckwell seconded. All Ayes. Motion Carried.

Approval of Hiring of a Limited-Term Employee Receptionist for the Crandon Office: Alyson Wagoner, the Administrative Assistant, will be on family medical leave soon. The last time this happened, Forest County hired a limited-term employee to serve as a receptionist. Poe would like the ADRC-NW to hire the same person at the same rate of pay to perform the same duties for the duration of Wagoner's leave. Hammer moved to hire a limited-term employee to perform receptionist duties until Ms. Wagoner returns. Gresser seconded. All Ayes. Motion Carried.

Richard Ackley – 5th Annual Hunger & Homelessness Summit Presentation: The ADRC-NW asked Ackley to attend this summit. Hunger and homelessness are very prevalent in rural communities. U. S. Representative Sean Duffy seems to be very sincere in trying to help with this problem. Ackley wrote an excellent article in the Forest Republican outlining the various issues discussed at the summit.

Regional Manager Updates: 1) Once Oneida and Vilas leave, the ADRC-NW will need to move its server to Crandon. The cost would be approximately \$15,000, but the new server would increase efficiency of current computers. Carryover funds can be used to offset the cost. 2) Charter quoted a cost of \$3,500 to install cabling so that the Vilas County phones interface properly with the ADRC-NW phones. This will not be done since Vilas County is leaving the ADRC. 3) RMM will destroy our old computers at a cost of \$45 each. 4) Our former insurance agency, LBS, has assigned our account to Meyer & Associates, and we will have no interruption of coverage. 5) A total of 61 cases still need to be screened in Oneida County; twenty are awaiting medical information. Oneida County has 31 attrition slots of which seven have not been used. Poe has assigned Cindi, Jason, and Anne to take five cases each; and Lisa will handle two. Schuelke, Regional Quality Specialist, wants all cases completed by March 31st. 6) The 2017 Change Project has been completed but not approved by the State as of this date. It is designed to increase the number of referrals to the AFCSP and the NFCSP. The 2018 Project, the Early Detection-Connection, is designed to increase the number of screens done. It is not yet completed. 7) Poe, with the assistance of Richard and Ethel Ackley, is working to submit a grant request for a dementia specialist. This is a very extensive process and must be completed by March 30. The grant is for \$80,000. 8) Wipfli has completed one payroll, and everything went well. 9) Poe will travel to Taylor County on March 8 ask for \$90,000 to cover operating expenses while awaiting State reimbursement. 10) Staff has completed enrollment and Civil Rights training. 11) The State is looking at ADRC reallocation changes to the counties. 12) Time reporting reimbursement changes are expected in April 2018. 13) The Alzheimer's Conference will be May 7 and 9 in the Dells. 13) All I & A workers will need

to recertify in May. 14) Proposed changes to the Older Americans Act could mean significant cuts to older, less affluent individuals.

Letters & Communications: There was none.

Future Agenda Items: As needed.

Adjournment: With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 1:07 P.M.

Handouts: Minutes of January 5, 2018 Board of Directors meeting; minutes of the February 2, 2018 Finance Committee meeting; "President Trump Proposes Fiscal 2019 Budget"; Revenue/Expense Report Close I 2017; Transaction Activity Report Close 2017; Revenue/Expense Report January 2018; 2017-2018 ADRC Federal & State GPR Comparison; Transaction Activity Report – January 2018; Time Report – January 2018; Purchase of Services Contract – Oneida County, Amendment No. 1; Elder Benefit Specialist Job Description.