

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

**Friday, March 25, 2022 – 11:00 A.M.**

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

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

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

**Member(s) Absent:** Gretzinger

**Call to Order:** Chair Ackley called the meeting to order at 11:00 A.M. Also present was John Brensinger, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comments & Introductions:** None

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

**Approval of the Minutes of the January 28, 2022 and March 4, 2022 Board of Directors Meetings:** The minutes of the January 28, 2022 meeting were not available at this time. Lemke moved to approve the minutes of the March 4, 2022 Board of Directors meeting. Helmert seconded. All Ayes. Motion Carried.

**Financials:** The Board reviewed the December 2021, January 2022 and February 2022 financials. After discussion, Lemke moved to approve December cash disbursements in the amount of \$80,846, January cash disbursements in the amount of \$45,090 and February cash disbursements in the amount of \$1,225. Helmert seconded All Ayes. Motion Carried. Time Reporting capture rate for January was 31.91%; for February it was 35.68%. Year-to-date rate was 33.91%. Low capture rates were due to several staffing changes.

**Regional Updates & Questions:** 1) Our fiscal agent has increased fees for payroll by \$45 per month. This is the first increase in several years. 2) Janet Weber retired as of March 10<sup>th</sup>. 3) Board Members were asked to sign the annual Conflict of Interest and Confidentiality policies. 4) Various staff issues were discussed. The staff and work schedules are listed below.

Forest & Taylor County (shared):

John Brensinger – 20 hours per week – part-time Interim Regional Manager

Kristin Bauknecht – 40 hours per week – Administrative Assistant

Amanda Brahmer – 40 hours per week – full-time Disability Benefit Specialist

Taylor County:

Heidi Eisner – 40 hours per week – full-time ADRC Specialist

Kari Schraufnagel – 35 hours per week – ADRC Specialist

Forest County:

Heidi Seils – 40 hours per week – full-time ADRC Specialist

Kathy O'Melia – 32 hours per week – Elder Benefit Specialist

Molly Thornton – 40 hours per week – Dementia Care Specialist/ADRC Specialist

**Letters & Communications:** None

**Future Agenda Items:** marketing including public service announcements; policies

**Adjournment:** With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 11:58 A.M.

Handouts: Minutes of the March 4, 2022 Aging & Disability Resource Center of the Northwoods Board of Directors minutes; Statement of Net Position – December 31, 2021 – Preliminary; Time Report – December 2021; Transaction List – December 2021; Cash Disbursements – December 2021; Statement of Net Position – January 31, 2022 - Preliminary; Time Report – January 2022; Transaction List – January 2022; Cash Disbursements – January 2022; Statement of Net Position – February 28, 2022 – Preliminary; Time Report - February 2022; Transaction List – February 2022; Cash Disbursements – February 2022. Wisconsin Department of Health Services – “Grievance Policy”; Wisconsin Department of Health Services – “Governing Boards, Commissions, and Committees”; Wisconsin Department of Health Services – “Board Orientation Guide”; Wisconsin Department of Health Services – “Conflict of Interest Policy”; Wisconsin Department of Health Services – “Confidentiality Policy & Procedures”.