

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

Friday, January 8, 2016 – 11:00 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Bix, Cushing, Gresser, Millan, Platner, Teichmiller, Troyk, Tuckwell

Member(s) Absent: Hammer, Kortenhof, Krug (excused), McGeshick, Peterson, Price, Ritchie (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 11:09 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods; Angela Beauchaine, Financial Services Supervisor, Oneida County.

Public Comment & Introductions: There were none.

Approval of the Agenda: Cushing moved to approve the agenda with sixteen items after eliminating “#6 Staff Presentation”. Platner seconded. All Ayes. Motion Carried.

Approve Minutes of the December 14, 2015 Board of Directors Meeting: Troyk moved to approve the minutes of the December 14, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Tuckwell seconded. All Ayes. Motion carried.

Consent Agenda:

Financial Statements – November 2015

Time Reporting – November 2015

Audit of Payments/Line Item Transfers

Cushing to approve the Consent Agenda as presented; Troyk seconded. All Ayes. Motion Carried.

Staff Presentation – Youth & Transitions (Meeder, Sackett, Jensen): This item was deferred to a later date due to unforeseen circumstances.

Board of Directors Self-Evaluation: Bix presented the results of the recent Board of Directors Self-Evaluation. There was some slippage, but the Board felt this was an opportunity to make the Board stronger. This item will be discussed at the upcoming Strategic Planning session. Two immediate changes were suggested: 1) taking the Consent Agenda off the agenda and having the full Board review all the financial statements at the Board Meetings, thus giving Board Members a fuller understanding of the finances; 2) working on improving relations with the Tribes by getting them more involved with the ADRC-NW Board Meetings.

2016 Strategic Plan Update: The Board will work on updating the Strategic Plan for 2016 on Friday, January 22, 2016 at the Potawatomi Health & Wellness Center. Two

ADRC-NW Staff Members will be invited to attend. The Board felt it was very important for all Board Members to attend to participate in this meeting.

Contract Changes - Status & Hours: Schroeder would like to increase Alyson Wagner's Administrative Assistant position from 28 hours/week to 40 hours/week. In addition to her current duties, she would become the principal person answering the telephone for the ADRC-NW. This would free up the ADRC Specialists for more work with customers. The increase in hours would bring the Administrative Assistant's wages and fringe to \$59,196.80, an increase of \$17,918.80. Schroeder applied for and received carryover funding to pay for this increase in hours for 2016. Cushing moved to approve the permanent increase in hours for Alyson Wagner from 28 hours/week to 40 hours/week effective January 11, 2016 and to fund this increase in 2016 with carryover funds. Troyk seconded. All Ayes. Motion Carried. Wagner will remain an employee of Forest County with funding of her position coming from the ADRC-NW.

In the past, the Sokaogon/Chippewa and the Potawatomi Tribes have shared an ADRC Specialist, and that person has been employed by the Potawatomi Tribe. The Sokaogon/Chippewa Tribe feels they have not been receiving adequate services for their people. The Potawatomi Tribe would like the ADRC-NW to take over employment of the ADRC specialist for the two tribes, thus allowing the ADRC-NW to use the Specialist where and when needed. The current Specialist may be retiring in the first quarter of 2016, and this would be an opportunity to hire a replacement who would be able to work five days per week as needed at either location. Schroeder will be meeting with the Sokaogon/Chippewa Tribal Representatives on January 25, 2016 to further discuss the issue. No Action Taken.

Carryover Funds – Approval of Training Registrations & Other Expenditures: The full request for carryover funds from the 2015 budget has been approved by the State. The request included an increase in hours for the Administrative Assistant and staff attendance at national conferences. Schroeder will send information on the request to Board Members. No Action Taken.

2016 Meeting Schedule: A copy of the 2016 meeting schedule was distributed to Board Members. This schedule may be revised as needed.

Board Member Report/Community Feedback: Troyk told of an individual she referred to the ADRC-NW because he had not been getting the information and assistance he needed for his elderly parent. It was felt we need to do more marketing at the personal level. Additional meetings at the various sites would be a possible way of providing this; these meetings might include attendance by ADRC-NW staff at meal sites and open houses at the satellite offices.

Regional Manager Report: 1) The ADRC-NW will no longer be paying any portion of the Lac du Flambeau secretary's wages. 2) Schroeder is working on a complete inventory of all furniture and equipment owned by the ADRC-NW. This inventory will include the location of all items. 3) Schroeder will be meeting with the Taylor County

Human Services Director in the near future to discuss the possibility of more cooperation between that organization and the ADRC-NW.

Letters & Communications: The Board received a letter from Clarice Ritchie resigning from the ADRC-NW Board due to health issues. Teichmiller moved to accept the resignation with regrets and to send letters to her and to the Potawatomi Tribe commending her for her efforts on behalf of the ADRC-NW. Cushing seconded. All Ayes. Motion Carried.

Future Agenda Items: Staff presentation – Youth & Transitions; Contract Changes – Status & Hours

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be the Strategic Planning session on Friday, January 22, 2016 at 10:00 A.M. It will be at the Potawatomi Health & Fitness Center. The next regularly scheduled meeting will be Friday, February 5, 2016 at 11:00 A.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 12:20 P.M.

Handouts: Minutes of the December 14, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; November 2015 Revenue/Expense Report; 2014/2015 ADRC Federal & State GPR Revenue Comparison; November 2015 Time Report; November 2015 Transaction Activity Report; November 2015 Line Item Transfers; 2016 Board of Directors Self-Evaluation; 2015 Strategic Plan; Strengthening Board Effectiveness – 2015 Action Plan; 2016 Board Meeting Schedule.