

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Friday, February 5, 2016
100 West Keenan Street, Rhinelander, Wisconsin 54501**

Members Present: Bix, Cushing, Gresser, Hammer, Kortenhof, Krug, McGeshick, Millan, Platner, Troyk, Tuckwell

Member(s) Absent: Peterson, Price (excused), Teichmiller (NOTE: There is one vacancy on the Board of Directors.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:00 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County; Bill Freudenberg, Oneida County Board of Supervisors (11:28 A.M.).

Public Comment & Introductions: There were none.

Approval of the Agenda: Cushing moved to approve the agenda with eighteen items; Hammer seconded. All Ayes. Motion Carried.

Approval Minutes of the January 8, 2016 Board of Directors Meeting: Troyk moved to approve the minutes of the January 8, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Platner seconded. All Ayes. Motion Carried.

Financial Statements – December 2015: The ADRC-NW is approximately \$116,000 underspent for 2015, and the State of Wisconsin has approved carryover funds up to \$120,000. Some adjustments to the 2015 reports remain to be made, so the actual number should be closer to \$120,000. Cushing moved to approve the financial statements as presented; Hammer seconded. All Ayes. Motion Carried.

Time Reporting – December 2015: The December 2015 Time Report shows a 41.71% capture rate for December 2015 and 39.41% year-to-date. 37.97% is the percentage needed to fully fund the 2015 Budget, and there should be no problem meeting that requirement.

Audit of Payments/Line Item Transfers: After review, Cushing moved to approve December 2015 transactions in the amount of \$116,376.56; Krug seconded. All Ayes. Motion Carried. Krug moved to approve a line item transfer of \$625 from ADRC Salaries to ADRC Printing; Bix seconded. All Ayes. Motion Carried.

2014 Audit Report: The 2014 Audit Report was delayed due to Federal certification report changes. After discussion, it was decided that Board Members would review the report individually. If there are issues that need clarification, the Board can request that someone

from Schenk & Associates, preparer of the audit, come to a future Board Meeting to discuss those issues.

Resolution for Inclusion under the Wisconsin Deferred Compensation Plan: The ADRC-NW regional staff requested inclusion in the Wisconsin Deferred Compensation Plan. There would be no cost to the ADRC-NW under this plan, and it will only cover regional employees of the ADRC-NW. Hammer moved to approve the Resolution for Inclusion under the Wisconsin Deferred Compensation Plan; Bix seconded. All Ayes. Motion Carried.

Approval of Out-of-State Meal Reimbursement Rates: Four staff members (Janell Schroeder, Kris McMurry, Julie Livingston, and Janet Weber) will be attending a national conference in Washington D.C. in March. Local meal reimbursement rates of \$10 for breakfast, \$12 for lunch, and \$20 for dinner will not be sufficient for the D.C. area. After discussion, Krug moved to approve reimbursement for the actual cost of meals within reason and with itemized receipts. Cushing seconded. All Ayes. Motion Carried. The Board requested that the Federal expense reimbursement rates be obtained for review before the next meeting.

2016 Strategic Plan Update: The Board was given a draft of the talking points from the recent Strategic Planning Meeting of the ADRC-NW Board of Directors. Further work on the Strategic Plan will be done by the Executive/Personnel Committee in conjunction with Janell Schroeder, ADRC-NW Regional Manager and Myles Alexander, University of Wisconsin-Extension. This meeting will take place on Friday, February 12, 2016 at 12:30 P.M.

Contract/Personnel Changes: Bix moved to appoint McGeshick to the Executive/Personnel Committee; Tuckwell seconded. All Ayes. Motion Carried. Chair Millan has now signed the 2016 ADRC contract with the state. Ann Erfourth, the ADRC Specialist employed by the Potawatomi, has been notified that her position will be terminated as of February 29, 2016. The Potawatomi would like an ADRC Specialist employed by the ADRC-NW to work eight hours each Friday at their location. They will provide office space next to the pharmacy which will be a much better location than the ADRC-NW previously had. This office space will cost \$50/week as opposed to the \$6,500/year that the ADRC-NW is currently paying. The Sokaogon Chippewa Tribe will be deciding whether to stay with the ADRC-NW or go with an ADRS for their tribe, and this decision should be made by February 9th. Once the Sokaogon Chippewa Tribal Council determines what they require for their people, the ADRC-NW can start working on a staffing plan for both the Potawatomi and Sokaogon Chippewa (if needed). Our original contract with the State included an office in Minocqua, and this has not happened. It may be possible to handle the Potawatomi office, the Sokaogon Chippewa Mole Lake office, and an office in Minocqua with one person, thus fulfilling all of our contract obligations.

Board Members Report/Community Feedback: Bix reported that members of the ADRC-NW staff were very pleased with the opportunity to attend a national conference and with inclusion in the recent strategic planning session. They feel it is important and gratifying that the Board would consider their input.

Regional Manager Report: 1) The State has approved up to \$120,000 in carryover funding. Schroeder confirmed with the state that we can use the training portion of these funds to pay for Board Training, as well as staff training. 2) The State Legislature is in the process of approving four new dementia care specialists in rural areas. Once this has been done, Schroeder plans on applying for a dementia care specialist for the ADRC-NW. 3) Because of a lack of office space, Department on Aging Director Jacobson has asked if it would be possible for Schroeder to work from home for two days per week. Mondays, Tuesdays, and Fridays would be Schroeder's time in the Rhinelander office. The Board will address this item next month. 4) Schroeder is still working on the inventory list. The problem is that the ADRC-NW has office furniture and equipment that is not currently being used and no place to store these items. Millan suggested that they can be stored at the Crandon office for the time being. 5) Several members of two satellite offices have met with Schroeder because they feel their pay scale is not fair vis-à-vis staff in other offices. They would like to be employed directly by the ADRC-NW. Schroeder will investigate possible solutions to this problem.

Letters & Communications: There were none.

Future Agenda Items: Regional Manager work location; staff pay; Federal expense reimbursement rates

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Monday, March 14, 2016, **not** Friday March 11 as previously scheduled. The meeting will start at 11:00 A.M. and will be in Rhinelander.

Adjournment: With no further business, Hammer moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 12:13 P.M.

Handouts: Minutes of the January 8, 2016 Board of Directors meeting; December 2015 Revenue/Expense Report; December 2015 Time Report; 2014-2015 ADRC Federal & State GPR Revenue Comparison; December 2015 Transaction Activity Report; December 2015 Line Item Transfer; Draft Talking Points – January 22, 2016 Strategic Planning session; Draft Minutes of the January 22, 2016 ADRC-NW Board of Directors Strategic Planning Meeting; Grant Agreement with No Prepayments between the State of Wisconsin Department of Health Services and the Aging & Disability Resource Center of the Northwoods.