

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

Friday, February 6, 2015 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Hammer, Kortenhof, Krug, Millan, Queen, Teichmiller, Troyk

Members Absent: Cushing (excused), Gresser (excused), Peterson, Platner (excused), Price (excused), Ritchie (excused), Tuckwell (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 1:00 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Jennifer Lueneburg, Oneida County Social Services Finance Services Manager.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the January 9, 2015 Board of Directors Meeting: Hammer moved to approve the minutes of the January 9, 2015 Board of Directors meeting; Teichmiller seconded. All Ayes. Motion Carried.

Consent Agenda: Financial Statements – December 2014 & time Reporting Percentage – December 2014: Hammer moved to approve the Consent Agenda as presented, Krug seconded. All Ayes. Motion Carried.

Regional Manager Report: 1) The Regional Manager reported on presentations she participated in during the month of January. 2) The Functional Screen process has now been updated with feedback from the Office of Resource Center Development (ORCD) to guide staff on eligibility issues. 3) Terese Poe and Janet Weber have been identified as contacts for ORCD relating to a systematic review of current business needs and future IT development. They will provide feedback regarding the use of current reporting systems.

Board of Directors Orientation Manual: Queen moved to approve the Board of Directors Orientation Manual as presented; Troyk seconded. All Ayes. Motion Carried.

Reimbursement Policy & Procedure: Hammer moved to approve the changes to the Reimbursement Policy & Procedure as presented; Teichmiller seconded. All Ayes. Motion Carried.

Web Site Re-Design: The new Web site has been launched. Pictures will be added in the near future. The contract with Kinziegreen for marketing and the Web site is now completed. In the future, we can contract with them for special projects as needed.

Family Care Updates: The recently submitted Governor's budget mandates that all counties must be in a Managed Care Organization for Family Care by January 1, 2017. The Vilas County Ad Hoc Family Care Committee will be extending an invitation to all counties and tribes in the Aging & Disability Resource Center of the Northwoods to meet with State of Wisconsin representatives to determine how best to proceed from here. A regional ad hoc planning committee similar to the one used to develop the ADRC-NW may be set up at some future point.

Dashboard Report: Comparisons were reviewed for 2013 and 2014 calls, follow up calls, and functional screens. January 2015 figures were then compared to those of January 2014. For the call totals, only actual customer calls will be counted in the future. Parkkila reported that the Disability Benefit Specialist (DBS) caseloads are now at the state average, rather than close to double as they were before the part-time DBS was hired in Medford.

Board Member Report Community Feedback: There was nothing to report at this time.

Future Agenda items: Discussion on how time reporting is done; discussion on keeping our marketing program fresh; discussion on developing a plan for staff development, keeping staff morale high, and retaining staff

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be March 6, 2015 at 1:00 P.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Korten Hof seconded. All Ayes. The meeting was adjourned at 2:05 P.M.

Handouts: Minutes of the January 9, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors; December 2014 Revenue/Expense Report; December 2014 Transaction Activity Report; December 2014 Time Report; 2013/2014 ADRC Federal & State GPR Revenue Comparison; 2014 Line Item Transfers; Regional Manager's Report; ADRC-NW Dashboard Comparison Report 2013-2014; ADRC-NW Dashboard Comparison Report 2014-2015.