

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

Friday, August 7, 2015 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Gresser, Hammer, Kortenhof, Krug, Millan, Platner, Price, Queen, Troyk, Tuckwell

Members Absent: Cushing (excused); Peterson, Ritchie (excused); Teichmiller

Call to Order: Chair Millan called the meeting to order at 1:00 P.M. Also present were Mary Rideout, Director, Oneida County Social Services Department; Jason Kirker and Laura Rozga, ADRC Specialists; and Dianne Jacobson, Interim Director, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

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

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

Consent Agenda:

Financial Statements – June 2015

Time Reporting – June 2015

Audit of Payments/Line Item Transfers – June 2015

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

Staff Presentation - Homelessness: Jason Kirker and Laura Rozga, ADRC Specialists in the Rhinelander office, made a presentation on homelessness in the four-county ADRC-NW service area.

It is anticipated that a motion will be made, seconded and approved by roll call vote to enter into Closed Session pursuant to Section 19.85 (1) (c) Wis. Stats. to consider employment, promotion, compensation, or performance evaluation date of an employee (Topic: 2016 Staff Wages). The Board did not go into Closed Session.

The Board will return to Open Session and May Ratify any Matter(s) Discussed in Closed Session. Not Applicable.

2016 Budget: After getting feedback on wage increases from the various counties, the Executive/Personnel and Finance Committees will determine wage increases for the ADRC-NW employees for 2016. Rideout will develop a wage scale with step increases for all ADRC-NW positions. Dental insurance will continue to be offered to employees on a voluntary basis but will be through Delta Dental as of January 1, 2016. Premium increases for both health and dental insurance should be available after August 25th. The Board would like to have the 2016 budget approved by October 2015.

ADRC Specialist Vacancy – Rhinelander Office: One of the ADRC Specialists in Rhinelander has resigned; his last day was August 3, 2015. The job has been posted, but it will take approximately two months to fill the position. Oneida County has approved filling the position as part of their contract with the ADRC-NW. Jacobson reports that the staff works very well together to fill in when necessary.

ADRC Specialist LTE Position – Rhinelander Office: The recently resigned ADRC Specialist has expressed interest in working three days per week. Jacobson would like to hire him at his current rate, but without benefits, as a Limited Term Employee at least until his replacement is hired. Ann Erfourth from the Forest County Potawatomi/Mole Lake office will work in the Rhinelander office one day per week until someone is hired. This will cover any gaps in coverage due to the Specialist resignation and the intermittent family medical leave granted to another Specialist.

ADRC Regional Interim Assistant Manager LTE Position: Sue Piazza has been the ADRC-NW Interim Assistant Manager working part-time for the past four months. She has asked to be relieved of these duties as of August 28, 2015. Jacobson will take on these duties until a new Regional Manager is hired.

Interim Regional Manager Report: Jacobson shared the Year-To-Date Dashboard Report and results from the survey she did on the thirteen regional ADRCs in the State of Wisconsin.

ADRC Regional Manager Vacancy: The Regional Manager Position Description has been revised. Jacobson will begin the advertising process for the position on Monday, August 10, 2015 - internally, as well as through Wisconsin JobNet, and in the Wausau newspaper and the media located throughout the four-county ADRC-NW area. The Executive/Personnel Committee will meet on September 18, 2015 to choose interviewees, and it is expected that all interviews will be completed by October 2nd. It is hoped that the new Regional Manager could be in place by late November or early December.

Letters & Communications: A note from Pam Parkkila was read, thanking Board Members for the Visa Card.

Board Member Report - Community Feedback: Price reported that she referred some people to the Milwaukee County ADRC.

Future Agenda Items: 2016 ADRC-NW Wage Rates and Ranges; 2016 Budget; Regional Manager Search

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, September 25, 2015 at 1:00 P.M. It will be in Rhinelander. It is anticipated that the October Board of Directors meeting will be Friday, October 16, 2015.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 1:58 P.M.

Handouts: Minutes of the July 9, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; 2016 ADRC of the Northwoods Budget Worksheet; ADRC of the Northwoods Satellite Office Expenses; Regional ADRC Survey Chart; June 2015 Dashboard Report; June 2015 Revenue/Expense Report; June 2015 Time Report; June 2015 Transaction Activity Report; 2014-2015 ADRC Federal and State GPR Revenue Comparison.