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

**BOARD OF DIRECTORS**

**Friday, November 3, 2017 – 12:00 Noon**

**100 West Keenan Street, Rhinelander, WI 54451**

**Members Present:** Bix, Dubiak, Gresser, Hammer, Kressin, Krug, Millan, Platner, Price, Tuckwell

**Member(s) Absent:** Ackley, Cushing (excused), Pemma (NOTE: There are two vacancies on the Board.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 12:10 P.M**.** Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Melissa McLaughlin, CPA, Wipfli LLC; Tammy Queen, Director, Forest County Commission on Aging; Joel Gottsacker, Assistant Director, Oneida County Department of Aging.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Dubiak moved to approve the agenda with eighteen items; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of October 6, 2017 Board of Director Minutes:** Platner moved to approve the minutes of the October 6, 2017 Board of Directors meeting; Kressin seconded. All Ayes. Motion Carried.

**Financial Statements – September 2017:** Current budget projections show the ADRC-NW well underspent for 2017, although wages and limited-term employee line items may be a little overspent because of the transition to Family Care.

**Time Reporting – September 2017:** The time reporting capture rate for September 2017 was 42.47%; the year-to-date figure is 43.17%. The numbers are high due to the transition to Family Care. They remain well above the 39% needed to fully fund the 2017 budget.

Audit of Payments/Line Item Transfers – September 2017: After review, Kressin moved to approve the September 2017 financial statements as presented and to place them on file subject to audit and to approve the September 2017 expenditures in the amount of $131,481.78; Tuckwell seconded. All Ayes. Motion carried. There were no line item transfers.

**Budget 2018:** There are some anomalies in the Vilas County budget request for 2018 – an increase in supervisory reimbursement of $5,277, lower wages for the new ADRC Specialist, an increase in rent, and a cut in payment for the receptionist. Regional Manager Poe will work this out with the Director of the Vilas County Commission on Aging. The $17,301 allotted for the Taylor County receptionist position may need some refining because health insurance figures are not finalized at this time. It is estimated that if the ADRC-NW takes over the Forest County Elder Benefit Specialist, the cost to the ADRC-NW will be approximately $420. There will be an increase in rent for the Taylor County Satellite Office of $131/month, for a total annual rent of $8,837.62. This increase is due to a regular annual increase in rent and a small increase in square footage. Because of these items, some changes will need to be made to the proposed 2018 budget before action can be taken in December 2017. No Action Taken.

**Approval of Letter of Engagement re: WIPFLI Payroll Services:** No Action Taken.

**Approval of Intergovernmental Cooperative Agreement re: Part-Time Receptionist in Taylor County:** No Action Taken.

**Approval of MOU with Forest County re: Elder Benefit Specialist Becoming an ADRC of the Northwoods Employee:** No Action Taken.

**Approval of Pay Scales of Forest County Employees:** Both the Executive/Personnel Committee and the Finance Committee recommended a wage scale, vacation schedule, and sick leave carryover based on time-in-position or time-in-similar position. Kressin moved set the following wage scale for the Forest County employees after they become ADRC-NW employees on January 1, 2018:Janet Weber, Level 11, $25.89/hour, an increase of $1.16/hour; Anne Erfourth, level 6, $23.01/hour, an increase of $0.35/hour; Alyson Wagoner, level 7, $16.55/hour, an increase of $0.27/hour; Kathy O’Melia, level 1, $20.12/hour, an increase of $2.37/hour. The motion went on to authorize the transfer of all accumulated sick leave for each employee, but vacation time will not carry over. The motion further stipulated that vacation allotments for the employees will be as follows: Weber – four weeks; Wagoner and Erfourth – three weeks (with Erfourth’s vacation to be pro-rated in accordance with her part-time status); O’Melia – 2 weeks. Platner seconded. All Ayes. Motion Carried.

**Approval of Appendix R: Quality Assurance Policy & Procedures**: Poe explained that some parts of the previous Quality Assurance Policy & Procedure were no longer pertinent to the current situation. The recommended policy is designed to put the ADRC-NW more in line with other ADRCs in the State. Platner moved to approve Appendix R: Quality Assurance Policy & Procedure as presented; Tuckwell seconded. All Ayes. Motion Carried.

**Update on MOUs:** Vilas County has signed 2016 and 2017 Memoranda of Understanding (MOUs). Nothing has been received from Oneida County. The Forest County Corporation Counsel and the Lac du Flambeau Attorney are reviewing the MOUs with their entities. Taylor County is working on their documents. MOUs for 2018 will need to be revised due to the implementation of Family Care.

**Regional Manager Updates:** 1) Computers have been purchased for several employees, but they have not yet been delivered. 2) Forest, Taylor, and Vilas have all completed their Family Care enrollments and eliminated their Queue lists. They are now working on their respective wait lists which have to be eliminated within three years. Oneida County is still working on its Queue list. 3) The 2017 Change Project has been initiated although it may run through January before completion. It is designed to increase the number of referrals to the Alzheimer’s Family Caregiver Support Program and the National Family Caregiver Support Program. Another Change Project must be completed in 2018. 4) The Eagle River Satellite Office has moved to the Vilas County Court House. There are some phone issues resulting from the move. 5) The Medford Satellite Office needed secure storage space, and that accounts for most of the increase of $131/month in rent for 2018. 6) Poe distributed a new survey that will be handed out to all customers. 7) The State is doing its own survey, and this will be available in January or February 2018. 8) The 2018 state contract is now completed and should be available soon. 9) The Business Plan will now be included in the annual report and will be due in January or February. 10) Poe, Beauchaine, and Heidi Chavez met with Wipfli to work out the details of the ADRC-NW payroll transition for next year.

**Letters & Communications:** There were none.

**Future Agenda Items:** 2018 Budget; Letter of Engagement re: Wipfli Payroll Services; Approval of Intergovernmental Cooperative Agreement re: Taylor County Receptionist; Approval of MOU with Forest County re: Elder Benefit Specialist. Other items as needed

**Next meeting:** The next meetings of the Aging & Disability Resource Center of the Northwoods Committees and Board of Directors will be Friday, December 15, 2017 at times to be determined.

**Adjournment:** With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 12:50 P.M.

**Handouts:** Minutes of the October 6, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting;Appendix R: Quality Assurance Policy & Procedure; ADRC of the Northwoods; 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Comparison; September 2017 Time Report; September 2017 Transaction Activity Report; DRAFT ADRC-NW 2018 Budget; ADRC-NW Customer Survey