

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
JOINT EXECUTIVE/PERSONNEL AND FINANCE COMMITTEES
Monday, October 24, 2017 – 10:30 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Cushing, Kressin, Krug, Millan, Platner, Tuckwell

Members Absent: Troyk (NOTE: There is one vacancy on the Executive/Personnel Committee and one vacancy on the Finance Committee.)

Call Meeting to Order: Executive/Personnel Chair Millan called the meeting to order at 10:30 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Heidi Brown, Finance Technician, Oneida County Social Services Department. Attorney Andy Phillips joined the meeting via telephone at 10:47 A.M.

Public Comment & Introductions: There were none.

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

ADRC Employer of Record Structure: There will be a meeting with the partners at 1:00 P.M. today (October 24th). There is a need throughout the ADRC-NW for more consistent policies, training, and customer service. For example, the local hospital in Rhinelander recently released both of their social workers and told the ADRC-NW to handle Durable Powers of Attorney health care forms for their patients. (There was no prior discussion of this between the hospital and the ADRC-NW, just the expectation that the ADRC would handle this.) The Durable Power of Attorney is handled in three very different ways in the three counties; this lack of consistency of policy is a definite problem. Also, one county won't allow its ADRC Specialists to attend the partners' meeting today unless they use vacation time. Another county will allow all of their employees to attend without reserve. Again, there is a problem with consistency. In one county, a temporary ADRC Specialist who was filling in because of the illness of another ADRC Specialist was told to perform home-delivered meal re-assessments, and this is not an ADRC function but rather a Department on Aging function. These problems would not exist if the ADRC-NW were the employer of record.

Regional Manager Schroeder talked with Ann Olson of the State of Wisconsin Department of Health Services. Olson told Schroeder that if she foresaw any problems with the ADRC-NW becoming the employer-of-record, she would let Schroeder know. Olson also felt there would be no problem with county Elder Benefit Specialists being able to drawdown Federal funds through time reporting if there is an agreement in place between the various parties. Olson also stated that as of January 1, 2018 the Wisconsin ADRCs will be getting a re-allocation consistent with their previous use of funds. Schroeder also heard a presentation by Molke, Director, Wisconsin Bureau of Aging & Disability Resources, who stated that she doesn't consider ADRCs to be true regional models if they do not have one employer-of-record.

Phillips also stated that the ADRC-NW is the only long-term care district in the State, and long-term care districts can be employers-of-record. Phillips feels it makes more sense if every employee representing the ADRC-NW is working under the same management and same policies. He has talked with Kevin Bailey of legal services of the State of Wisconsin, Department of Health Services. Bailey says that they foresee no problem with the ADRC-NW becoming the employer-of-record. Integration of Aging

Departments and ADRCs was discussed with Anne Olson and Sherry Schuelke, Regional Quality Specialist, State of Wisconsin, Office of Resource Center Development (ORCD). They both stated that integration is not mandated at this time; and if the ADRC-NW becomes the employer-of-record, this should not mean that the Aging Departments cannot integrate with the ADRC-NW or vice versa.

There was some discussion as to whether the ADRC-NW is an actual entity within the Wisconsin Retirement System (WRS). If not and the employer-of-record structure change takes place, ADRC-NW employees would not be able to remain covered for their pension benefits. Cushing felt this issue needs to be resolved immediately. Phillips stated that the ADRC-NW is an entity within the system, and its employees are covered.

Phillips also stated that once the employer-of-record issue is resolved, issues such as rent and AMSO (Agency Management Support Overhead) would need to be re-negotiated with the various counties.

There are supervisory issues with all of the counties in that consistency is lacking. For this reason, Phillips feels it is very important that the ADRC-NW be the employer-of-record. When Family Care comes (now scheduled for July 2017), options counseling will be much more important for the ADRC-NW, and consistency will be vital.

The Committees then reviewed a 5-Year Draft Budget prepared by the Fiscal Agent. Schuelke stated that she does not think the ADRC-NW can establish a five-year budget without knowing what the reallocation will be. The State has said that we can use our carryover funds to get through 2017. The ADRC-NW is considering a different fiscal agent to handle state and time reporting, payroll, bill paying, adjustments to benefit packages, monthly board reports, and budgeting. Currently the ADRC-NW Fiscal Agent, Oneida County, has computerized payroll, but they will not allow the ADRC-NW onto that system. This results in the payroll for the ADRC-NW being done by hand.

Phillips stated that he wants to develop a common set of facts, answer questions pertaining to that set of facts to dispel the current fear, uncertainty, and doubt, and then have the Board make a decision on how to proceed.

Economic Impact: See "ADRC Employer of Record Structure" item above.

2016 Carryover Funding/LTE Request: The ADRC-NW has an agreement with Oneida County to use 2015 carryover funding for a part-time limited-term employee (LTE) in the Rhinelander office through the end of 2016. That LTE is now a permanent part-time employee of the ADRC-NW. Unless circumstances dictate otherwise, he will be stationed in Mole Lake one day per week and Rhinelander two days per week. In addition, Oneida County is now short a full-time person because of illness. They have asked that the ADRC-NW fund a 3-day-per-week LTE with the remainder of the 2015 carryover funding. Cushing feels the ADRC-NW should do the hiring if that does not violate any agreement between the two entities. The recent posting for the ADRC-NW permanent part-time position produced two qualified candidates, so there is a person available to fill this LTE position until the end of the year. Attorney Phillips feels that the agreement with Oneida County to have an LTE through the end of the year is not a contract, so the ADRC-NW is free to do what it feels is best for the entire district. Krug moved to have the ADRC-NW hire a limited term employee through the end of the year and to engage the services of the second qualified candidate from the recent posting. Platner seconded. All Ayes. Motion Carried.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 11:39 A.M.

Handouts: 2017 County/Tribe Original Budget Request – ADRC of the Northwoods; ADRC of the Northwoods Employer of Record Change – 5 Year Draft Budget.