

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

Friday, October 16, 2015 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

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

Members Absent: Cushing (excused); Peterson; Ritchie (excused); Teichmiller (excused); Troyk (excused). (NOTE: There is one vacancy on the Board of Directors.)

Call Meeting to Order: Chair Millan called the meeting to order at 1:07 P.M. Also present were Dianne Jacobson, Aging & Disability Resource Center of the Northwoods (ADRC-NW), Interim Regional Manager; Angela Beauchaine, Financial Services Supervisor, Oneida County; Tammy Queen, general public.

Public Comment & Introductions: There were none.

Approval of the Agenda: Krug moved to approve the agenda with sixteen items; Tuckwell seconded. All Ayes. Motion Carried.

Approval of the Minutes of the September 25, 2015 Board of Directors Meeting: Kortenhof moved to approve the minutes of the September 25, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Platner seconded. All Ayes. Motion Carried.

ADRC-NW Employee New Wage Scale Start Date(s): The Committee discussed the wages paid to the part-time Disability Benefit Specialist. It was noted that she was paid well below the first step on the recently-approved wage scale, and it was felt that this situation should be rectified as soon as possible. Krug moved that the Disability Benefit Specialist in Medford be placed at the first step of the wage scale effective the first full pay period after September 25, 2015; Planter seconded. All Ayes. Motion Carried.

ADRC-NW Employee Handbook Updates: Krug moved to approve the proposed Employee Handbook updates covering “Pay Scales” and “Annual Employee Progress Reviews” with two minor changes; Platner seconded. All Ayes. Motion Carried.

ADRC-NW 2016 Dental Coverage Option: Beauchaine reported that there are three possible providers for this coverage, but so far only one has responded with premium information. The Board decided to delay action on this item until November when more information should be available. No Action Taken.

2016 Budget Update: The Finance Committee is still working on reducing the 2016 Budget so that it is covered by a 39% Time Reporting Percentage. The Finance Committee will continue working on the budget and should have the finished budget proposal for the November meeting of the Board of Directors.

ADRC-NW Board Vacancy: Queen, who was the Sokaogon/Chippewa representative on the Board of Directors, has accepted the Commission on Aging position for Forest County and can no longer serve on the ADRC-NW Board. The new Regional Manager and the Board Chair will work on getting a new person appointed to this slot.

ADRC-NW Response to DHS Letter Dated August 21, 2015: Price moved to have Board Secretary Bix and Interim Regional Manager Jacobson write a letter to answer the Department of Health Services' letter dated August 21, 2015. Kortenhof seconded. All Ayes. Motion Carried.

Interim Regional Manager Report: 1) There was no staff presentation at this meeting because of conflicts with state training. 2) Board Members were encouraged to visit the ADRC-NW Web site as often as possible. 3) All ADRC-NW staff members have completed the four-hour training in dementia issues. 4) Currently there are eleven slots for Internet training for individuals dealing with Alzheimer's issues. 5) This is Jacobson's last meeting as Interim Regional Manager.

Letters & Communications: There were none.

Board Member Report Community Feedback: There was none.

Future Agenda Items: 2016 Budget.

Confirm Next Meeting Date, Time, and Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, November 13, 2015 in Rhinelander. The meeting will be at 1:00 P.M.

Adjournment: With no further business, Bix moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 1:43 P.M.

Handouts: Minutes of the September 25, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; draft revisions to "Section 3 - Compensation" of the Employee Handbook.