

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS  
Friday, June 10, 2016 – 11:00 A.M.  
100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Bix, Cushing, Gresser, Hammer, Kortenhof, Kressin, Krug, Millan, Troyk, Tuckwell

**Members Absent:** Platner (excused), Price (NOTE: There are currently three vacancies on the Board of Directors.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:01 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Jennifer Sackett, ADRC Specialist, ADRC-NW, and Sue Breneman, Taylor County Alternate for Dave Krug.

**Public Comment & Introductions:** Introductions were made.

**Approval of the Agenda:** Cushing moved to approve the agenda with twenty items; Hammer seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the January 22, 2016 and May 8, 2016 Board of Directors Meetings:** Troyk moved to approve the minutes of the January 22, 2016 and May 8, 2016 Board of Directors meetings; Tuckwell seconded. All Ayes. Motion Carried.

**Financial Statements – April 2016:** The Board reviewed the Revenue/Expense Report for April 2016. Everything looks really good. The Time Report percentage for April 2016 was 40.15% with year-to-date being 40.41%. This is well above the 39% needed for the 2016 budget. Schroeder reported that staff will be attending time report training later in June. Cushing moved to accept the financial statements subject to audit and place them on file. Hammer seconded. All Ayes. Motion Carried.

**Audit of Payments/Line Item Transfers:** After review, Troyk moved to approve April 2016 Transaction Activity in the amount of \$131,002.42; Cushing seconded. All Ayes. Motion Carried. There were no Line Item Transfers.

**Staff Presentation:** Jennifer Sackett, ADRC Specialist, presented the newly revised and expanded ADRC-NW Web site. The Board was very pleased with the results.

**Dashboard:** Schroeder presented Dashboard Report through May 2016. Staff is working on developing more follow up calls to customers.

**Closed Session:** It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c), considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Regional Manager performance evaluation, goals, salary, salary structure, employment opportunities) Bix moved to go into Closed Session pursuant to Section 19.85 (1) (c); Troyk seconded. Roll Call: Bix – Yes; Cushing – Yes; Gresser – Yes; Hammer – Yes; Kortenhof – Yes; Kressin – Yes; Krug – Yes; Millan – Yes; Troyk – Yes; Tuckwell - Yes. Yes – 10; No - 0; Absent – 2. **The Board went into Closed Session at 11:50 A.M.**

**The Board will return to open session and may ratify any matter(s) discussed in Closed Session.** Bix moved to return to Open Session; Hammer seconded. All Ayes. **The Committee returned to Open Session at 11:57 A.M.** Troyk then moved to increase the Regional Manager’s salary to level five of the Regional Manager Wage Scale and schedule a performance review for June 2017. Effective date of the raise is to be the beginning of June pay period. Gresser seconded. All Ayes. Motion Carried.

**Bylaws Update:** Bix consulted with an agent of the University of Wisconsin – Extension office in Taylor County and found that the Board could define a quorum for business purposes as either: 1) a majority of the total number of slots available on the Board, or 2) a majority of the filled slots on the Board. After discussion, Bix moved to recommend to the full Board that it set the quorum for Board activities as a majority of the filled slots on the Board; Cushing seconded. All Ayes. Motion Carried.

**Employee Handbook Updates:** Bix and Schroeder have been working on updates to the ADRC-NW Employee Handbook. They have finished their part of the process and now will run it past our Fiscal Agent for final review before Board action.

**Committee Assignment for New Board Member:** Bix moved to assign new Board Member Kressin to the ADRC-NW Finance Committee. Krug seconded. All Ayes. Motion Carried.

**Regional Management Plan Update:** After review, Cushing moved to approve the updates to the ADRC-NW Regional Management Plan and forward the revised document to Sherry Schuelke, Regional Quality Specialist for the State of Wisconsin. Hammer seconded. All Ayes. Motion Carried.

Regional Manager Report: 1) Schroeder and Beauchaine will be starting the budget process for 2017 next week. 2) The Department of Health Services has withdrawn the request to implement Family Care 2.0 and will remain with Family Care 1.0. 3) Former Board Member Clarice Ritchie recently passed away. 4) The Lac du Flambeau, the Sokaogon Chippewa, and the Potawatomi are all looking for tribal members to serve on the ADRC-NW Board. 5) Services are still being provided to the Sokaogon Chippewa either at the ADRC-NW offices in Crandon or at the homes of the tribal members. Hopefully office space on-site will be available soon.

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

**Other Business:** This item will be removed from future agendas. Any items formerly discussed under Other Business will now be discussed under the Regional Manager Report.

**Future Agenda Items:** As needed.

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, July 8, 2016. Time to be determined based on video conferencing room availability.) It will be held in Rhinelander.

**Adjourn:** With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 12:10 P.M.

**Handouts:** Minutes of the January 22, 2016 and May 8, 2016 ADRC-NW Board of Directors meetings; updated Regional Management Plan – 2016; April 2016 Revenue/Expense Report; 2015-2016 Federal & State GPR Revenue Comparison; April 2016 Time Report; April 2016 Transaction Activity Report; May 2016 Dashboard Report.