

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

Friday, July 8, 2016 – 11:30 A.M.

100 West Keenan Street, Rhinelander, Wisconsin 54501

Members Present: Bix, Gresser, Kortenhof, Kressin, Krug, Millan, Platner, Troyk, Tuckwell

Members Absent: Cushing (excused), Hammer, Price (excused). (NOTE: There are three vacancies on the Board of Directors.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:35 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; Dawn Winquist, State of Wisconsin and Dianne Jacobson, Director of the Oneida County Department on Aging.

Approval of the Agenda: Bix moved to approve the agenda with the exclusion of #8 – LTE Position Status – 2017. Krug seconded. All Ayes. Motion Carried.

Approval of the Minutes of the June 10, 2016 Board of Directors Meeting: Krug moved to approve the minutes of the June 10, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Gresser seconded. All Ayes. Motion Carried.

Financial Statements – May 2016: Beauchaine stated that the Revenue/Expense Report looks very good, and the potential for carryover funding is approximately \$176,000. Tuckwell moved to accept the financial statements for May 2016 and place them on file subject to audit; Krug seconded. All Ayes. Motion Carried.

Time Reporting – May 2016: The May 2016 Time Report percentage is 41.16%, and the Year-to-date figure is 40.56%. The amount needed for the 2016 budget to be fully funded is 39%.

Audit of Payments/Line Item Transfers: After review, Troyk moved to approve transaction activity for May 2016 in the amount of \$123,706.27. Krug seconded. All Ayes. Motion Carried. There were no line item transfers.

LTE Position Status: This item was held over until the August meeting.

MOU Status: Schroeder and the Corporation Counsel for Oneida County have worked out the Memorandum of Understanding between that county and the ADRC-NW. It should be signed shortly. The ADRC-NW will be using this MOU as a template for all the other MOUs in the region. One new item that will be included in the MOUs is the proviso that the ADRC Specialist must pass the state-administered Functional Screener test, which is currently required bi-annually, in order for the ADRC to fund that position. All MOUs will be open-ended, but changes can be made as needed.

Employee Handbook Updates: Troyk moved to approve the Employee Handbook updates with the vacation provision taking effect on January 1, 2017; 80 hours of vacation time maximum to be carried over to the succeeding year; no expense reimbursement for alcohol, and two hours time off allowed for voting. Platner seconded. All Ayes. Motion Carried.

Staff Presentation: Laura Javenkoski, ADRC Specialist, Oneida County, discussed memory screens. These are 15-minute screens that may identify some dementia issues but do not provide an actual diagnosis. The State of Wisconsin requires that each ADRC train its own staff to administer these screens. Kris McMurry, ADRC Specialist, Taylor County, provided details on Dementia Friendly Communities. Businesses can elect to have their employees trained to recognize dementia symptoms and make it more comfortable for individuals with dementia to go out in the community and stay connected. Businesses will be provided with a telephone number to call if they see something out of the norm. Sue Nuernberger, ADRC Specialist, Taylor County, then discussed Memory Cafes which are designed to provide coffee and snacks and an activity for participants. They are for both caregivers and the individuals those caregivers assist. The purpose of all the programs is to ensure that the communities have an understanding of what dementia is and that will reduce the stigma of having dementia and allow for better integration of the individual in the community.

Dashboard Report – June 2016: Schroeder reviewed the June 2016 Dashboard Report with the Board. In the future, these reports will be done quarterly.

Regional Manager Goals: The following goals for the Regional Manager for 2016-2017 were presented: 1) Work with Board Members to fill the three vacant Board positions. 2) Work with Board Members and the Great Lakes Inter-Tribal Council (GLITC) to get active involvement from the Tribal Board Members. 3) Work with Board Members to re-establish the Mole Lake office location as long as that tribe is a member of the ADRC-NW. 4) Develop a consistent Marketing Plan throughout the region. 5) Work with the Fiscal Agent to get all 2017 MOUs completed in a timely manner. 6) Work with the Fiscal Agent to improve the annual budget process with all partner agencies. 7) Make more community presentations to make the community more aware of the ADRC-NW and what it offers. Tuckwell moved to approve the Regional Manager Goals as presented with the understanding that they can be reviewed and revised as necessary. Bix seconded. All Ayes. Motion Carried.

Regional Manager Report: 1) Schroeder reminded Board Members that the Aging Network Conference is scheduled for September 22-23. More information will be made available to Board Members as it becomes available. 2) Bix has been appointed to the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) Board of Directors. 3) Schroeder has contracted with Rhinelander Radio Station WRJO to air six commercials a day for the entire month of July at a cost of \$250. 4) Having Board Members' reimbursement checks directly deposited to banks will be on next month's agenda. 5) Schroeder will be meeting with the Taylor County Human Services staff on Tuesday, July 12 to develop an MOU for the ADRC-NW to do more functional screens in Taylor County. 6) It appears that the ADRC-NW will have an official office in the

Mole Lake area by next week. Only telephone and Internet connections are lacking at this time. The rent will be \$250/month. Oneida County ADRC Specialist Kirker will be doing outreach to publicize the services of the ADRC-NW in the tribal area. 7) The ADRC Specialist for the Lac du Flambeau tribal area will be leaving the ADRC-NW as of July 31, 2016. 8) Schroeder reported that she received a telephone call from Arizona from a gentleman who wanted to compliment a member of the ADRC-NW staff for going above and beyond in helping his relative.

Letters & Communications: There were none.

Future Agenda Items: Limited-Term Employee Status; Board Member attendance and participation; handling minutes at Closed Sessions, 2017 budget, salaries.

Confirm Next Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, August 5, 2016 in Rhinelander. The time of the meeting will be determined at a later date.

Adjournment: With no further business, Bix moved to adjourn; Troyk seconded. All Ayes. The meeting was adjourned at 12:47 P.M.

Handouts: Minutes of the June 10, 2016 Aging & Disability Resource Center of the Northwoods meeting; draft copy of the ADRC-NW Employee Handbook; June 2016 Dashboard Report; May 2016 Revenue/Expense Report; May 2016 Transaction Activity Report; 2015-2016 ADRC Federal and State GPR Revenue Comparison; May 2016 Time Report, Regional Manager Goals 2016-2017