

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

**Friday, August 5, 2016 – 11:30 A.M.**

**100 West Keenan Street, Rhinelander, WI 54501**

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

**Members Absent:** Hammer (excused),

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:50 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.

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

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

**Approval of the July 8, 2016 Board of Directors Minutes:** Troyk moved to approve the minutes of the July 8, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Krug seconded. All Ayes. Motion Carried.

**Financial Statements – June 2016:** The Board reviewed the June 2016 Revenue/Expense Report which looks very good. Troyk moved to recommend accepting the Revenue/Expense Report and placing it on file subject to audit. Kressin seconded. All Ayes. Motion Carried. The June 2016 Time Report percentage was 33.47%, and the year-to-date percentage was 39.38%. This is above the 39% needed to fully fund the 2016 ADRC-NW Budget.

**Audit of Payments/Line Item Transfers:** After review, Cushing moved to approve the June 2016 Transaction Activity Report in the amount of \$119,792.87; Gresser seconded. All Ayes. Motion Carried. Cushing then moved to approve line item transfers as follows: FROM ADRC Health Insurance \$6,097 TO ADRC Salaries \$3,000, ADRC Workers Comp \$97, and ADRC Contracted Services \$3,000. Troyk seconded. All Ayes. Motion Carried.

**2017 Budget/Salaries:** Schroeder and Beauchaine are still getting budgets for the satellite offices. This is a lengthy process, and it is still early. No Action Taken.

**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. (Staffing/Personnel).** The Board chose not to go into Closed Session. The

Executive/Personnel Committee voted to post for a part-time ADRC Specialist position and to allow Schroeder to work from home on a temporary basis. No Action Taken.

**The Board will return to Open Session and may ratify any matter(s) discussed in Closed Session.** Since the Board did not go into Closed Session, no return to Open Session was required.

**LTE Position Status:** Schroeder will be advertising for a part-time ADRC Specialist at 24 hours per week. The position will receive no benefits but will be a permanent position.

**MOU Update:** Tribal and County (with the exception of Taylor County) Memoranda of Understanding (MOUs) are still being developed. The Taylor County MOU will cover functional screens and related ADRC duties only, and Schroeder should sign it at this time.

**Family Care Update:** The State of Wisconsin has determined that Family Care will start to be implemented as of July 1, 2017 for the six northern counties who do not presently have Family Care. Dane County will move to Family Care in January of 2018. Schroeder will be meeting with State people to discuss more details of this implementation. A memo from Brian Shoup, Administrator, State of Wisconsin, Department of Health Services, Division of Long Term Care was presented. This memo shows the costs to each county associated with the transition. The State of Wisconsin is under federal mandate to have one system only instead of the legacy program and the Family Care program.

Regional Manager Report: 1) There is a new management team for the Potawatomi tribal group, and Schroeder will be working with them. They are trying to find us a more visible office location. 2) Eugene Schwano is interested in becoming the ADRC-NW Board Member from the Potawatomi Tribe. 3) The Mole Lake new office is now all set up. ADRC Specialist Kirker is working there one day per week. Rent for the new office is \$250/month. 4) There will be a staff meeting next week in Medford, and tours of that location will be given to all staff who want to go. 5) Schroeder asked for permission to attend two training sessions, both of them in Green Bay. Cushing moved to approve Schroeder attending both sessions; Troyk seconded. All Ayes. Motion Carried. 6) The Surface Tablets that the Board Members were using originally cost \$500 each. The staff has not been using them very much. They will have to be offered for sale publically. 7) Direct Deposit is not available for ADRC-NW Board members because the transfers would have to be hand-written. 8) The ADRC-NW will probably be required to do a customer satisfaction survey this year. 9) The State of Wisconsin is working on a state-wide advertising campaign at no cost to the individual ADRCs. The State wants all ADRCs to be in standalone buildings. 10) Schroeder will be on vacation the last 1 ½ weeks in August.

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

**Future Agenda Items:** Budget

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Monday, September 12, 2016 in Rhinelander. The time of the meeting will be determined later.

**Adjournment:** With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 12:30 P.M.

**Handouts:** Minutes of the July 8, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; June 2016 Revenue/Expense Report; 2015-2016 Federal & State GPR Revenue Comparison; June 2016 Time Report; June 2016 Transaction Activity Report; June 2016 Line Item Transfers.