

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

**Friday, October 7, 2016 – 11:00 A.M.**

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

**Members Present:** Bix, Gresser, Hammer, Korten Hof, Kressin, Krug, Millan, Platner, Price, Troyk, Tuckwell. (NOTE: There are three vacancies on the ADRC-NW Board of Directors.)

**Members Absent:** Cushing (excused)

**Call Meeting to Order:** Chair Millan called the meeting to order at 11:09 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:** Bix moved to approve the agenda with twenty items; Krug seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the September 12, 2016 Board of Directors Meeting:** Troyk moved to approve the minutes of the September 12, 2016 Board of Directors meeting; Platner seconded. All Ayes. Motion Carried.

**Financial Statements – August 2016:** After review, Krug moved to accept the August 2016 financial reports and place them on file subject to audit; Platner seconded. All Ayes. Motion Carried.

**Time Reporting – August 2016:** The Time Report for August 2016 shows a capture rate of 41.69% for the month of August and a year-to-date figure of 40.98%. A total of 39% is needed to balance the 2016 ADRC-NW budget.

**Audit of Payments/Line Item Transfers:** Krug moved to approve the Transaction Activity Report in the amount of \$105,369.71; Platner seconded. All Ayes. Motion Carried.

**ADRC Employer-of-Record:** No Action Taken. A meeting to further discuss this item will be held on October 24, 2016.

**2017 Budget:** A joint meeting of the Executive/Personnel and Finance Committees will be held on October 24, 2016 to work out the final details of the 2017 ADRC-NW budget. No Action Taken.

**Wage Increases:** The Finance Committee recommended a wage increase of 1% for all regional employees. No Action Taken.

**Health Insurance Rates – 2017:** The Financial Committee recommended that regional employees pay a minimum of 12% of the health insurance premium.

**It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c), WI Statutes considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. (Review of interview results and possible hiring)** The Board decided not to go into Closed Session.

**The Committee will return to Open Session and may ratify any matter(s) discussed in Closed Session.** The Executive/Personnel Committee hired Jason Kirker as the part-time ADRC Specialist.

**Wisconsin Retirement System Resolution:** The ADRC-NW is already a member of the Wisconsin Retirement System, so no resolution is needed. No Action Taken.

**Conference Request/Conference Reports:** The Forest County Potawatomi have offered to pay the registration fees for Regional Manager Schroeder to attend the National Association of Social Workers meeting that is being held in Milwaukee, Wisconsin October 19th through October 21st. Bix recently attended the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) 2016 Wisconsin Aging Network Conference. Since she attended as both a G.W.A.A.R Board Member and an ADRC-NW Board Member, she asked that the ADRC-NW pay per diems for the three-day conference. G.W.A.A.R. paid all other expenses. Board Member Troyk also attended the Conference, and the ADRC-NW paid all her expenses. Both these items were approved by the Executive/Personnel Committee.

**Family Care Update:** There is currently nothing to report on Family Care implementation in our area.

**Regional Manager Report:** 1) A memory café started in Rhinelander recently. 2) The ADRC-NW is sponsoring a memory screen on November 1<sup>st</sup>, and two staff members will be performing the screens. 3) The ADRC-NW sponsored a final affairs seminar in Minocqua and Rhinelander. 4) Money for an interpreter has been in the budget for several years, and an interpreter was used for the first time on October 6<sup>th</sup>. 5) The Lac du Flambeau received five applications for their ADRC Specialist position. Schroeder will be participating in the interviews on October 11<sup>th</sup>. 6) The Lakeland Senior Center is looking at a building in Minocqua for their new location and have asked if the ADRC-NW would be interested in renting space from them.

**Letters & Communications:** A Thank You message was received from the family of Clarice Ritchie.

**Future Agenda Items:** 2015 Audit; 2017 Budget

**Confirm Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be October 24, 2016 and will cover employer-of-record proposal. The next regularly scheduled meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, November 11, 2016. It will be held in Rhinelander at a time to be determined.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 12:24 P.M.

**Handouts:** Minutes of the September 12, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; August 2016 Revenue/Expense Report; August 2016 Time Report; 2015-2016 Federal & State GPR Revenue Comparison; August 2016 Transaction Activity Report; 2017 ADRC of the Northwoods Budget Worksheet (draft); 2017 ADRC of the Northwoods BUDGET WORKSHEET SALARIES AND FRINGES – 0% Salary Increase – Salary Pay Scale; 2017 ADRC of the Northwoods BUDGET WORKSHEET SALARIES AND FRINGES – 1% Salary Increase – Salary Pay Scale; 2017 Premiums – WI Public Employers Group Health Insurance Program; ADRC of the Northwoods Monthly Invoice Summary draft; Thank You from the family of Clarice Ritchie.