

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

Friday, December 16, 2016 – 11:00 A.M.

100 West Keenan Street, Rhinelander WI 54451

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Kressin, Krug, Millan, Platner, Troyk (via telephone), Tuckwell

Member Absent: Price

Call Meeting to Order: Chair Millan called the meeting to order at 11:00 A.M. Also present were Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Dianne Jacobson, Director, Oneida County Department on Aging; Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: There were none.

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

Approval of the Minutes of October 7, 2016 and October 24, 2016: Platner moved to approve the minutes of the October 7, 2016 and October 24, 2016 Board of Directors meetings; Tuckwell seconded. All ayes. Motion carried.

Financial Statements: The Board received the financial statements as approved by the Finance Committee. No Action Taken.

Time Reporting – September & October 2016: The September 2016 Time Report showed a capture rate of 41.71%, and the October 2016 Time Report showed a capture rate of 41.46%. The year-to-date figure is 41.10%. No Action Taken.

Audit of Payments/Line Item Transfers – September & October 2016: The Board received a report from the Finance Committee approving September 2016 transactions in the amount of \$127,203.34 and October 2016 transactions in the amount of \$124,629.86. The Finance Committee also approved line item transactions as follows: From: Potawatomi, Contracted Services \$3,098 To: Printing \$500; Professional Dues \$200; Computer Equipment \$800; Sokaogon Tribe, Contracted Services, \$1,598. No Action Taken.

2015 Audit: The 2015 ADRC-NW audit prepared by Schenck, S.C. was distributed to Board Members for review. Any questions Board Members have concerning the audit will be discussed at the January 2017 meeting. No Action Taken.

Staff Wage Increases: Staff wage increases of 1% for 2017 were finalized at a previous meeting. Employees may qualify for step increases in addition to these increases.

2017 Budget Approval: After review, Cushing moved to approve the 2017 Budget in the amount of \$1,474,859. Tuckwell seconded. All Ayes. Motion Carried. This budget will require a time report capture rate of 39% which is the same percentage required for the 2016 budget.

ADRC Employer of Record Structure Change Status: Schroeder informed the Board that efforts for the ADRC-NW to become employer of record for all employees doing work for the ADRC-NW have been halted because of a new interpretation from the State. The State people feel that if the ADRC-NW became the employer of record, it would also have to become the employer of record for all the Elderly Benefit Specialists (EBS) in the region in order for those employees to continue getting Federal drawdown. Once that opinion was given, Schroeder discussed the issue with the partners, and it was decided to cease all efforts in Oneida and Vilas Counties because of the effect on the funding for the EBS positions. Forest County is still interested in the restructure at this time.

Status of LTE Employee: The ADRC-NW has an agreement with Oneida County to hire a Limited Term Employee (LTE) to work three days per week providing ADRC services in the area. Monies for this position were provided through carryover funds from 2015, and the agreement ends on December 31, 2016. The Oneida County Department on Aging Director has asked that the ADRC continue to fund this position. Director Jacobson had previously announced that Sue Piazza, who is supervising the ADRC workers in Oneida County, will be retiring shortly after the first of the year. It will take some time for the job description to be re-worked, advertising for the position to take place, interviews to be held, and the hiring process finished. Cushing moved to continue funding the Oneida County LTE position after January 1, 2017. This will be an LTE position only, and the ADRC will determine when the services of the individual are no longer needed. Funding will be provided from the funds that are not being used to employ a supervisor; once a supervisor is hired, the funding will automatically terminate. Krug seconded. All Ayes. Motion Carried.

Discussion of Elderly Benefit Specialist Positions: Oneida County has served notice to the ADRC-NW that it is withdrawing its Fiscal Agent services on a contractual basis as of December 31, 2016. They would be willing to continue for a period of time after the first of the year to enable the ADRC to transition to a new Fiscal Agent but only on an hourly basis. The State of Wisconsin recently informed the ADRC-NW that because there will no longer be a contractual relationship between the ADRC-NW and Oneida County, time reporting drawdown for Oneida's EBS may no longer be allowed. Since Vilas and Forest Counties never had this type of contractual relationship, the State suspects that their EBS drawdown apparently has never been valid even though this situation with Vilas and Forest Counties has existed since the ADRC-NW began operations in December 2011. It was suggested that Attorney Phillips talk with Kevin Bailey of the State of Wisconsin Department of Health Services to see if a solution can be worked out. It was pointed out that this situation has nothing to do with the proposed restructuring of employer of record status, but rather is a function of Oneida County withdrawing as the fiscal agent for the ADRC-NW. No Action Taken.

Sokaogon Chippewa ADRS Application – ADRC-NW Withdrawal Date Approval: The Sokaogon Chippewa have submitted their application to withdraw from the ADRC-NW and hire their own Aging & Disability Resource Specialist (ADRS). The State needs our approval before they will process the application. The tribe would like a termination date of March 1, 2017 assuming that they have an ADRS in place to serve their tribal members. They have informed the ADRC-NW that they will not be hiring a bachelor-degreed person for this position, so the ADRC-NW will have to continue doing their functional screens. The ADRC-NW will be paid by the State of Wisconsin for each functional screen performed for the Sokaogon Chippewa. Once the application has been approved by the State and the ADRS hired, the ADRC-NW will lose the money currently provided by the State for services provided to the tribe. However, the ADRC-NW will no longer have to provide an ADRC Specialist to provide these services and will no longer have to pay rent. Cushing moved to approve a March 1, 2017 withdrawal date for the Sokaogon Chippewa

provided that the State approves their application to withdraw and they have an ADRS on staff to serve their tribal members. Bix seconded. All Ayes. Motion Carried.

It is anticipated that a motion will be made, seconded, and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c) and (a) considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility and deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business whenever competitive or bargaining reasons require a Closed Session. Specifically, the Board of Directors may convene in Closed Session for purposes of reviewing and evaluating bids and proposals related to Fiscal Agent services and IT services. In addition, in Closed Session, the Board will consider the Annual Performance Evaluation for the ADRC Regional Manager. Finally, the Board will consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, PTO benefits on the part of a county employee that performs services for the ADRC. It was decided not to go into Closed Session. The Joint Executive/Personnel and Finance Committees approved signing a contract with Wipfli CPAs & Consultants to provide Fiscal Agent services. The ADRC-NW will continue with RMM Solutions for IT services because their contract has a year remaining. Concerning the anomaly with respect to PTO benefits, Schroeder will meet with the Oneida County Human Resources Director to discuss the situation and work out a solution. Concerning the Performance Evaluation of the Regional Manager, the Evaluations were not returned to the Board Secretary in a timely manner, and thus the Evaluation will be in January 2017.

Family Care Update: Two Managed Care Organizations (MCOs) have applied to cover Family Care in the ADRC-NW region. Other than that, there are no updates on Family Care implementation.

Board Member Terms: Bix moved to approve the extension of Board Member terms through 2019 for the following Board Members: Hammer, Korten Hof, Millan, Tuckwell. Gresser seconded. All Ayes. Motion Carried.

2017 Meeting Dates: The Board chose the following schedule for Board Meetings in 2017: January 6, February 3, March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6, November 3, December 1.

Regional Manager Report: 1) One of the ADRC-NW employees was mistakenly allowed to get vision insurance at his own expense since he was first hired. This will not be allowed in 2017. 2) Schroeder will be on vacation from January 13, 2017 through January 20, 2017 but will be working a few hours per day during that time.

Letters & Communications: There were none.

Future Agenda Items: Review the 2016 Strategic Plan, Regional Manager Evaluation, Review of State ADRC Survey

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 11:51 A.M.

Handouts: Minutes of the October 7, 2016 & October 24, 2016 Aging & Disability Resource Center of the Northwoods Board of Directors meetings; December 8, 2016 Memo to ADRC Partners, ADRC Staff, ADRC Board of Directors; September-October 2016 Revenue/Expense Report; October 2015-2016 ADRC Federal & State GPR Revenue Comparison; September-October 2016 Time Report; September 2016 & October 2016 Transaction Activity Reports; Line Item Transfers 2016 (prepared 10/24/16); 2015 Audit Report; 2017 ADRC-NW proposed Budget; Proposed 2017 ADRC-NW Board proposed meeting schedule.