

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

Tuesday, October 31, 2023

300A South Lake Avenue, Crandon, WI 54520

Members Present: Ackley, Bix, Dubiak (by video conference), Helmert, Lemke (by video conference)

Members Absent: Gretzinger, Lee

Call to Order: The meeting was called to order at 11:02 A.M. Also present was John Brensinger, Regional Manager, and Kristin Bauknecht, Administration Assistant, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: None

Approval of Agenda: Helmert moved to approve the agenda with ten items; Ackley seconded. All Ayes. Motion Carried.

Approval of the September 26, 2023 Board of Director Minutes: Helmert moved to approve the minutes of the September 26, 2023 Board of Directors meeting. Dubiak seconded. All Ayes. Motion Carried.

Financials – September 2023: After review of the Cash Disbursements for September 2023, Ackley moved to approve cash disbursements in the amount of \$56,729; Bix seconded. All Ayes. Motion Carried. The September 2023 Revenue/Expense report showed that we are actually on target to be approximately \$240,000 underspent for the year. This is mainly due to staff turnover. The Time Report capture rate for the month of September was 39.66%; year-to-date it is 38.45%. This is well ahead of the 2023 budget projection of 37%.

Discuss, Vote on Pepper Spray Policy: Training for the Medford ADRC-NW personnel was held through the Taylor County Sheriff's Department. It was decided that training for the Crandon employees should be given by the Forest County Sheriff's Department. The Board would also like Brensinger to find out if pepper spray is legal for purchase by civilians. Also, can pepper spray be used in a client's home, pets, etc? The Pepper spray policy was tabled, will need more information and written for ADRC usage.

Review Position Description for Administrative Assistant: After review, Ackley moved to approve the job description for the Administrative Assistant with a few minor changes; Lemke seconded. All Ayes. Motion Carried. When the changes are made, each member of the Board will receive a copy with the date of approval on it

Regional Manager Updates & Questions: 1) Our Dementia Care Specialist is currently involved in many memory cafes and outreach activities. The Medford area is really responding to this program. 2) Air fryers were purchased for use by dementia clients as a safe way to prepare food. An organization, Forget Me Not reimbursed the ADRC-NW \$325.87 for these air fryers. 3) A representative from Clairmont, our office furniture resource, is working on a list of locks that need to be fixed or replaced. Two of the four drawer furniture cabinets are still under warranty. We may need some new locking files in Medford to provide the proper degree of confidentiality. 4) Regional Manager Brensinger will participate in a meeting in November with BADR concerning how additional funds will be allocated to the various state-wide ADRCs. After this meeting he will be able to present a preliminary budget to the Board for 2024. One of the items on the budget will be redoing the ADRC-NW sign which has significant sun damage. 5) We are still trying to establish Dementia Care Specialist office space in Medford. The Commission on Aging has very little potential. Lemke will check to see if the Taylor County Court House has anything that could be used. 6) We are now in the Open Enrollment period for Medicare recipients. 7) The part-time I & A worker is now screen-certified, and the full-time I & A worker will be certified soon. 8) Brensinger is looking at establishing a training location in Antigo to decrease the amount of mileage for training opportunities. 9) Next week Crandon will be having a lunch-and-learn caregiver connect concerning dementia care. 10) The Medford office had a Halloween get-together which was very well attended by people who were asking many questions about our services.

Future Agenda Items: Administrative Assistant Job Description Final Review. Preliminary Budget. Final Review of Pepper Spray Policy. Start reviewing the Employee Handbook - First Section. Meal Allowances. Longevity bonuses. Other Items As Needed.

Adjournment: With no further business, Bix moved to adjourn; Lemke seconded. The meeting was adjourned at 11:58 A.M. All Ayes. Motion Carried. The next meeting of the Aging & Disability Resource Center of the Northwoods will be November 28, 2023 in Crandon. It will be at 11:00 A.M.

Handouts: Minutes of the September 26, 2023 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statement of Net Position as of September 30, 2023; Cash Disbursements for the month of September 2023; Statement of Revenues & Expenses as of September 30, 2023; 2022-2023 Federal & State GPR Revenue Comparison; Reconciliation Report for Associated Bank Accounts; Financial Statements from Associated Bank for the month of September 2023; copy of Taylor County Use of Pepper Spray Policy; copy of Wisconsin Statute 939.48 on the use of pepper spray; Revised Job Description for Administrative Assistant.