

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Tuesday, December 19, 2023 - 11:00 A.M.
300A South Lake Avenue, Crandon, WI 54520**

Members Present: Ackley, Bix, Dubiak (teleconference). Helmert, Lee, Lemke (teleconference)

Member(s) Absent: Gretzinger (unexcused)

Call to Order: In the absence of Chair Gretzinger, Vice-Chair Dubiak called the meeting to order at 11:02 A.M. Also present were John Brensinger, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Kristin Bauknecht, Administrative Assistant, ADRC-NW.

Public Comment & Introductions: None

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

Approval of the Minutes of the December 7, 2023 Board of Directors Meeting: Ackley moved to approve the minutes of the December 7, 2023 minutes; Helmert seconded. All Ayes. Motion carried.

Financials – November 2023: Our fiscal agent reports that we should underspend our budget by approximately \$12,000 this year. Brensinger feels we should put more money into marketing and will see that that is done by the end of the year. After review of all financial reports, Bix moved to approve the Cash Disbursements in the amount of \$70,689; Lee seconded. All Ayes. Motion Carried.

Time reports show a capture rate of 39.23% for the month of November and 38.12% year-to-date.

After discussion, Lee moved to approve longevity bonuses in the amount of \$1,308.48 for Bauknecht and \$1,622.46 for Schraufnagel. Both employees met the years-of-service requirement to qualify for the bonus.

Brensinger reported that Forest County received kudos for a significant increase in outreach and MIPA programming.

Future Agenda Items: The next meeting of the ADRC-NW will be Friday, January 5, 2024, when we will discuss funding of the ADRC-NW with State and Federal Representatives. On Friday, January 26, 2024, we will have our regularly scheduled monthly meeting.

Adjournment: With no further business, Bix moved to adjourn the meeting; Lee seconded. All Ayes. The meeting was adjourned at 11:30 A.M.

Handouts: Minutes of the December 7, 2023 Board of Directors meeting; Statement of Net Position as of November 30, 2023; Statement of Revenues and Expenses through November 30, 2023, Cash Disbursements for the month of November 2023, 2022-2023 Federal and State GPR Revenue comparisons; Transaction List for November 2023; Bonus Certification Reports for 2023 Longevity Bonuses.