

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS  
Monday, April 15, 2024 – 11:00 A.M.  
400 North Main Street, Medford, WI 54451**

**Members Present:** Ackley (telephone) Bix, Dubiak, Gretzinger, Helmert, Lee, Lemke

**Member(s) Absent:** None

**Call Meeting to Order:** Chair Lee called the meeting to order at 11:05 A.M.

**Public Comment & Introductions:** Also present were Kristin Bauknecht, Administrative Assistant, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Deb Wendorf, Dementia Care Specialist, Jessica Campbell, and Kari Schraufnagel (I & A Specialists).

**Approval of the Agenda:** Dubiak moved to approve the agenda with twelve items; Gretzinger seconded. All Ayes. Motion Carried.

**Approval of the February 27, 2024 and March 26, 2024 Board of Directors Meeting Minutes:** Lemke moved to approve the minutes of the February 27, 2024 and March 26, 2024 Board minutes; Helmert seconded the motion. All Ayes. Motion Carried.

**Financials - January, February and March 2024:** It was determined that part-time employees get half the Health Insurance Incentive as full-time employees.

Statements of Revenues & Expenses show that the ADRC-NW is underspent for January, February and March of this year.

The time reporting capture rate for January 2024 was 37.09% (as was the year-to-date), for February it was 39.63% (year-to-date 38.45%) and for March it was 40.35% (39.00% y-t-d). Lemke moved to approve the Cash Disbursements for January 2024 in the amount of \$62,209.18, February in the amount of \$71,230 and March in the amount of \$55,037. Helmert seconded. All Ayes. Motion Carried. Lee will check two entries concerning overdrafts at Associated Bank and report back to the Board at the next meeting.

**ADRC Office Days & Hours:** The employees would like a four-day workweek. The Board was concerned that we needed at least telephone coverage on a Monday through Friday basis otherwise we are not certain if we will be in compliance with our State Contract. Helmert moved to table this discussion until the next meeting; Dubiak seconded. All Ayes. Motion Carried.

**Closed Session:** Gretzinger moved to go into Closed Session pursuant to WI State Statute 19.85 (1) (c) to consider “employment, promotion, compensation, performance evaluation of any public employee over which the governmental entity has jurisdiction or exercises responsibility”. Lemke seconded. Roll Call: Ackley – Yes; Bix – Yes; Dubiak

– Yes; Gretzinger – Yes; Helmert – Yes; Lee – Yes; Lemke – Yes. Yes – 7; No – 0; Absent – 0. **The Board went into Closed Session at 12:07 P.M.**

**Open Session:** Dubiak moved to adjourn the Closed Session and return to Open Session; Lemke seconded. All Ayes. **The Board moved to Open Session at 1:15 P.M.** Ackley left the meeting during the Closed Session.

**Regional Manager:** Lee moved to ask John Brensinger to remain in his position as Regional Manager until a replacement is hired; Bix seconded. All Ayes except Lemke. Motion Carried.

**Job Description:** Helmert moved to add the following to the job description of the Regional Manager: As of January 1, 2023, this will be a part-time exempt position with the expectation that the employee will work 20 hours per week with a flexible schedule based upon the needs of the organization; Lemke seconded. All Ayes. Motion Carried.

Dubiak moved to follow up with a person who is interested in the interim Regional Manager position; Helmert seconded. All Ayes. Motion Carried. Bix will contact the individual to get a current resume. The individual will attend the April 29<sup>th</sup> meeting for an interview.

**Future Agenda Items:** The next meeting of the ADRC-NW Board of Directors will be Monday, April 29, 2024 in Crandon. The portion of this month's agenda not completed at the April 15<sup>th</sup> meeting will be addressed at that point.

**Adjournment:** With no further business, Lemke moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 1:28 P.M.

**Handouts:** The following items were acted upon: February 27, 2024 and March 26, 2024 Board of Directors Meeting Minutes; Statement of Net Position for January 31, 2024, February 29, 2024 and March 31, 2024; Statement of Revenues & Expenses for January 31, 2024, February 29, 2024 and March 31, 2024; Cash Disbursements for January 2024, February 2024 and March 2024; 2023-2024 ADRC Federal & State GPR Comparisons for January 2024, February 2024 and March 2024; ADRC Statistics on Time Reporting for January 2024, February 2024 and March 2024; Transaction List for January 2024, February 2024 and March 2024; Reconciliation Report for February 14, 2024, March 11, 2024 and April 9, 2024; Approved ADRC of the Northwoods Budget for 2024; Approved 2024 Salary & Fringe Benefits; Current Regional Manager Job Description; Financial Statements of Account from Associated Bank for both ADRC-NW Accounts for January 1, 2024 through March 31, 2024.

The following items were NOT acted upon: Kerber-Rose proposal for January 1, 2024 (sic, should be 2025) through December 31, 2024 (sic) for a continuation of services currently contracted; Kerber-Rose proposal for January 1, 2024 (sic) through December 31, 2024 (sic) for a continuation of services currently contracted plus dissolution services; Loan Agreement between Forest County and the ADRC-NW; Loan Agreement between Taylor County and the ADRC-NW; Funding Summary – ADRC of the Northwoods Region; Current Open Door Policy (Employee's Handbook).