

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Monday, April 29, 2024 – 11:00 A.M.
300A Lake Avenue, Crandon, WI 54510**

Members Present: Ackley, Bix, Dubiak, Gretzinger, Helmert, Lee, Lemke

Member(s) Absent: None

Call Meeting to Order: Chair Lee called the meeting to order at 11:02 A.M. Also present were John Brensinger, Regional Manager, Aging & Disability Resource Center of the Northwoods, and Kristin Bauknecht, Administrative Assistant. Several employees attended for varying intervals.

Public Comment & Introductions: Jamie Zarda was present during a portion of the meeting and was introduced to the Board.

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

Approval of the April 15, 2024 Minutes: Lemke moved to approve the minutes of the April 15, 2024 Board of Directors meeting. Dubiak seconded. All Ayes. Motion Carried.

Financials - Chairman to report Back on Two Overdrafts: Chair Lee checked with Associated Bank and found there was only one overdraft and that was at the end of January/beginning of February. The reason for this was that a payment was made on January 31, and our reimbursement from the State was not received until February 1, 2024.

Discuss ADC Forest County Office Days & Hours: Bauknecht has talked with Sherry Schulke, Regional Quality Specialist for our area, to discuss the change of work schedule in Crandon from Monday - Thursday. Apparently, our Long-Term Care District sets the hours of operation with the requirement that the ADRC have after hours available if a customer requests it. The Forest County ADRC employees would like to work four days from 6:30 A.M. - 5:00 P.M. Monday - Thursday. The Forest County Office will be 40 hours per week from 6:30 A.M.- 5:00 P.M. with the office being open 7:00 A.M – 5:00 P.M. Taylor County employees are not interested in a change. Ackley moved to establish a four-day workweek in Crandon with hours of 6:30 A.M. - 5:00 P.M. Helmert seconded. All Ayes. Motion Carried.

The Board did a brief overview of the **loan agreements** with Forest and Taylor counties. It was decided that the corporation counsels from each county should be asked for an opinion on how these agreements should be administered when the ADC-NW is dissolved.

Closed Session: The Board may consider a motion to convene into Closed Session pursuant to WI. State Statutes 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". Roll Call: Ackley – Yes; Bix – Yes; Dubiak - Yes; Gretzinger – Yes; Helmert – Yes; Lee – Yes; Lemke – Yes. Yes – 7; No – 0. **The Board went into closed session at 11:13 A.M.**

OPEN SESSION: Lemke moved to return to Open Session; Dubiak seconded. All Ayes. Motion Carried. **The Board returned to Open Session at 12:02 P.M.**

Gretzinger moved to hire **Jaime Zarda** as Interim Regional Manager starting May 6, 2024, at the current rate of pay for Regional Manager. She will work with Brensinger for two weeks to help familiarize herself with the position. Helmert seconded. All Ayes. Motion Carried. Both will be paid at the current rate for the two overlapping weeks.

There have been some problems with **telephone calls** not being forwarded to the correct office. Our IT person will work on this so that everything is properly synced.

It was decided that not enough information was available to make any decisions on **Dissolution Funding or Future Hosting of the Website.**

Currently we have two **open positions** in the Crandon office, an ADRC Specialist and an Elder Benefit Specialist (EBS). Brensinger suggested that the Board change the number of hours for the EBS from 40 hours per week to 30 -34 hours per week and the ADRC Specialist position from 20 hours per week to 30 - 34 hours per week. Lemke moved to approve this change of hours and to fill the two positions; Dubiak seconded. All Ayes. Motion Carried. This will also help with getting more reimbursement under Individual Time & Task Reports.

Kerber Rose submitted two options for their fiscal work with us. Option One would have them doing all the financials/payroll through December 31, 2024. Option Two would have them do the financials/payroll through December 31, 2024, and complete our obligations (Final Reports, Billing, Audit Assistance) for 2024 in 2025. The work done in 2025 would be at an Hourly Rate. It was decided that this should be discussed at the next meeting.

Various Updates: None were discussed.

Future Agenda Items: Kerber Rose Proposal, As needed.

Adjournment: With no further business, Bix moved to adjourn; Gretzinger seconded. All Ayes. **The meeting was adjourned at 12:38 P.M.**

Handouts: Minutes from April 15, 2024 Board of Directors meeting; Agreement (ADRC-NW & Taylor County); Agreement (ADRC-NW & Forest County); Kerber Rose proposals for end of 2024 services.