

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

Monday, May 13, 2024 – 11:00 A.M.

400 North Main Street, Madison, WI 54451

Members Present: Ackley (telephone), Bix, Dubiak, Lee, Lemke, Skallerud
(telephone – alternate for Gretzinger)

Member(s) Absent: Helmert (excused), Gretzinger (excused)

Call Meeting to Order, Roll Call: Chair Lee called the meeting to order at 11:00 A.M. Also present were John Brensinger, Regional Manager and Jamie Zarda, Interim Regional Manager of the Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Kristin Bauknecht, Administrative Assistant.

Public Comment & Introductions: Jenn Viergutz, Director of the Taylor County Commission on Aging (COA), announced that June is Elder Abuse Awareness Month. The COA received two grants from the Supporting Healthy Aging Coalition: Livable Communities and Social Isolation & Loneliness, each for \$100,000.

Approval of the Agenda: Dubiak moved to approve the agenda; Lemke seconded. All Ayes. Motion Carried.

Approval of the April 29, 2024 Board of Directors Meeting Minutes: Lemke moved to approve the April 29, 2024 Board of Directors meeting minutes; Dubiak seconded. All Ayes. Motion Carried.

Closed Session: The Board may consider a motion to convene into Closed Session pursuant to WI State Statute 19.85 (1) (c) to consider “employment, promotion, compensation, performance evaluations of any public employee over which the governmental entity has jurisdiction or exercises responsibility”. Roll Call. Ackley – Yes; Bix – Yes; Dubiak – Yes; Lee – Yes; Lemke – Yes; Skallerud - Yes. Aye – 6; No - 0; Absent – 1. **The meeting went into Closed Session at 11:09 A.M.** In addition to the named board members, John Brensinger, Jamie Zarda and Kristin Bauknecht remained in attendance.

Open Session: The Board will return to Open Session and may discuss and vote on items discussed in Closed Session. Lemke moved to return to Open Session; Dubiak seconded. All Ayes. **The Board returned to Open Session at 11:27 A.M.**

Discussion and possible action to be taken by the Board on the following:

- **Motion to go forward with disciplinary action as discussed in closed session:** Dubiak moved proceed with the disciplinary action; Lemke seconded. All Ayes. Motion Carried.
- The board unanimously decided employee Ausloos final paycheck was paid in full and in actuality over paid. The board did not have the evidence at the time of the previous decision. The board moves to not make any additional payments and take the loss of the overpayment as long as the former employee lets the issue be resolved.
- **Kerber Rose Proposal:** See Audit Concerns below. Option #1 from Kerber Rose provides for the ADRC-NW to pay for the final audit which will be done in 2025. Option #2 would provide services from Kerber Rose for 2024 only. Taylor County has already submitted its dissolution application to the State; Forest County has filed its initial notice on pulling out of the ADRC-NW and has a consultant to work on the application. The full application is due by July 1, 2024. The extant Tribes have been informed that the ADRC-NW is dissolving. Dubiak to go with option #2 having the individual counties do the final audit; Lemke seconded. All Ayes. Motion Carried.
- **Employee Attendance at Board Meetings Policy:** Lemke moved to approve the Employee Attendance at Board Meetings Policy; Dubiak seconded. All Ayes. Motion Carried.
- **Extra Duties by Chair and Compensation, Dissolution Funding and Dissolution Checklist and Legal Counsel as part of the Dissolution Process:** Lee asks that we provide some compensation for the extra duties he performs that are not official ADRC-NW meetings but take place in the ADRC-NW offices. Dubiak moved to pay Chair Lee \$45 for each such meeting as well as mileage where applicable. This reimbursement to be retroactive, starting in April 2024. Lemke seconded. All Ayes. Motion Carried. A Dissolution Planning Checklist was handed out to Board Members to give them a better feel for what must happen.

Regional Manager/Interim Regional Manager Various Updates:

- **I&A and EBS in Forest County:** We are proceeding with the hiring for these positions.
- **Auditor Concerns:** The audit for 2023 has now been finished, and we came out very well. Now we must determine who will do the final audit.
- **Communication Concerns:** There is a problem with member counties asking different ADRC-NW staff members for information and perhaps getting differing information. It was felt the counties who are looking for information about the ADRC-NW should contact Bauknecht, the administrative assistant. It was suggested that the counties each appoint only one person to request information.

- **IT information storage for 10 years:** The ADRC-NW needs to determine exactly what is required and who will do it.

Future Agenda Items: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Tuesday, May 28, 2024 in Crandon.

Adjournment: With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. **The meeting was adjourned at 12:35 P.M.**

Handouts: Minutes of the Aging & Disability of the Northwoods Board of Directors meeting for April 29, 2024; Proposed Employee Attendance at Board Meetings Policy; ADRC Dissolution Planning Checklist; Bylaws of the ADRC of the Northwoods; Funding Summary – ADRC of the Northwoods Region.