

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

Tuesday, May 28, 2024 – 11:00 A.M.

300A South Lake Avenue, Crandon, WI 54520

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

Members Absent: Helmert (excused)

Call Meeting to Order: Chair Lee called the meeting to order at 11:03 A.M. Also present were Jamie Zarda, Regional Manager, Aging & Disability Resource Center of the Northwoods; Kristin Bauknecht, Administrative Assistant, and Sherry Schulke, Regional Quality Specialist, State of Wisconsin.

Public Comment & Introductions: Introductions were made.

Approval of the May 13, 2024 Board of Directors Meeting Minutes: Dubiak moved to approve the minutes of the May 13, 2024 meeting; Lemke seconded. All Ayes. Motion Carried.

Financials – April Preliminary Financials: Jamie and David have talked with Jackie, our Fiscal Agent, about our financial position for the year. Ackley moved to approve Cash Disbursements in the amount of \$57,731; Lemke seconded. All Ayes. Motion Carried. The time-and-task capture rate was 41.26% for April 2024, and year-to-date it was 39.53%.

Re-address Kerber Rose Proposal: At the last meeting, the Board approved the Kerber Rose proposal whereby they continue to perform fiscal agent services until December 31, 2024, and then the counties would perform their audits of ADRC-NW activities for 2024. The question is whether Kerber Rose should do the 2024 audit and not the counties since only one audit is needed. This procedure would ensure that there would be only one set of figures available for 2024 audit. Kerber Rose would not be our Fiscal Agent for 2025. Only one audit is needed, and the counties need to agree on who should do it. The individual counties would take over their own Fiscal Agent duties after December 31, 2024. This item will be addressed at a later meeting. No Action Taken.

Re-sign Debit Card Forms for the Bank: Lee, Zarda and Bix signed new debit card forms for the Associated Bank.

Application for a New Board Member: John Brensinger, formerly a Board Member and then Interim and finally Permanent Regional Manager of the ADRC-NW, applied for a position on our Board. No Action Taken.

Auditor Report/Dissolution Discussion: Decisions must be made as to which equipment goes with which ADRC after the dissolution. In the past the equipment that is in a particular office will remain in that office. People from both counties and the tribes need to communicate. Forest County would like to keep the name ADRC-NW to make things easier for their clients.

ADRC Positions: The Elder Benefit Specialist and Disability Benefit Specialist can also be combined. The ADRC Specialist Information and Assistance (I&A) position can be combined with the Dementia Care Specialist or the Interim Regional Manager position. The ADRC Specialist position will be combined with the Interim Regional Manager position on a 51/49 basis.

Interim Regional Manager's Update: Zarda will be meeting with staff every Monday from 8:30 – 9:30. She is trying to get to Medford, probably at the June Board Meeting in Medford. She is also working on getting CPR certified and taking Falls Prevention Course.

Future Agenda Item: Continue Dissolution Discussion & Action. Agreement on how to separate assets. Agreement on audit. The next meeting of the ADRC-BW will be in Medford on Tuesday, June 25, 2024 at 11:00 A.M.

Adjournment: With no further business, Bix moved to adjourn; Skallerud seconded. All Ayes. The meeting was adjourned at 12:39 P.M.

Handouts: Minutes of the May 13, 2024 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statement of Net Position – April 30, 2024; Statement of Revenues & Expenses for the period ended April 30, 2024; Cash Disbursements - April 2024; 2023-2024 ADRC Federal & State GPR Revenue Comparison; Transaction List April 30, 2024; April 2024 Reconciliation Report; Kerber Rose Proposal (Option 1); Kerber Rose Proposal (Option 2); Johnson Block CPAs proposal letter dated December 21, 2023; Johnson Block CPAs proposal letter dated April 8, 2024.