

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Tuesday, August 27, 2024 – 11:00 A.M.
300A South Lake Avenue, Crandon, WI 54520**

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

Members Absent: None

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

Public Comments & Introductions: None

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

Approval of the July 30, 2024 Board of Directors Minutes: Lemke moved to approve the minutes of the July 30, 2024 Board of Directors meeting; Dubiak seconded. All Ayes. Motion Carried.

Financials – July 2024: After review, Lemke moved to approve July 2024 Cash Disbursements in the amount of \$71,269; Helmert seconded. All Ayes. Motion Carried. Time report capture rate is 37.60%; year-to-date is 39.05%. Time reporting has dropped slightly but is still on track to cover the 2024 budget.

Closed Session: The Board may consider a motion to convene in Closed Session pursuant to WI. 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. Gretzinger moved to go into Closed Session; Helmert 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 11:13 A.M.**

At 11:17 A.M. Bix brought up an objection to the Closed Session since the Board was discussing things not properly handled in Closed Session. The Board continued in Closed Session.

Open Session: The Board will return to Open Session and may discuss and vote on items discussed in Closed Session. Gretzinger moved to return to Open Session; Helmert seconded. All Ayes. **The Board returned to Open Session at 11:50 A.M. It was decided that Bix would publish the actual minutes of what was discussed in Closed Session.**

The Covid Grant has been reduced from \$214,000 to \$100,000 because of an oversight on the part of the State of Wisconsin so the Covid Call Center will be eliminated due to the change in the grant and the grant funding. The ADRC will continue to collaborate with both Forest and Taylor Counties. The ADRC employees will continue to be paid out bi-weekly on their payroll checks for

any time spent on the grant outreach events, vaccine clinics, collaboration, organization and any other work pertaining to the grant.

After December 31, 2024, when the ADRC-NW is officially dissolved, all outstanding bills must be paid before the Taylor County and Forest County loans can be repaid. Then assets will have to be given out equitably. Both Lee and Bix feel that we should have an outsider evaluate and apportion the assets. Lee will check with our attorneys to see who they would recommend. Final audits will also be discussed at a future meeting.

Taylor County has decided to have all fringe benefits of employees transferring to Taylor County paid out at the end of the year. Forest County has decided that employees may carry sick leave over. Bauknecht prepared a chart listing projected annual leave through December 31, 2024.

Dissolution Checklist & Resolution – Attorney: Our attorney has not reported back with the completed Dissolution Resolution. Lee will follow up on this. No Action Taken.

Manager’s Update: Zarda is working on ways to save money. These efforts include adjusting travel costs, comp time, vacations.

Workforce Development Updates Regarding Displaced Employees: Representatives from Workforce Development will be consulting with ADRC-NW in September. Final employee decisions on employment will not be made until they have more details on wages, hours of work, fringe benefits and the like.

Future Agenda Items: Future meetings of the ADRC-NW Board will alternate between Medford and Crandon with the next meeting being in Medford on September 25, 2024. Further meetings are tentatively set for October 29 in Crandon, November 26 in Medford, December 17 in Crandon. Other meetings will be called as needed.

Adjournment: With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 12:04 P.M.

Handouts: Minutes of the July 30, 2024 Aging & Disability Resource Center of the Northwoods Board meeting; Statement of Net Position as of July 31, 2024; Statement of Revenues & Expenses as of July 31, 2024; Cash Disbursements for the month of July 2024; 2023-2024 Federal & State GPR Revenue Comparison; ADRC Employee Time Report for July 2024; Transaction List for July 2024; Reconciliation Report as of August 5, 2024; Statement of Financial Accounts with Associated Bank as of July 31, 2024; Draft Dissolution Checklist; Projected Annual Leave Through December 31, 2024.