

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS

BOARD OF DIRECTORS

Tuesday, September 25, 2024 – 11:00 A.M.

845B East Broadway Avenue, Medford, WI 54451

Members Present: Ackley (Microsoft Teams), Bix, Dubiak, Gretzinger (11:09), Helmert, Lee, Lemke

Members Absent: None

Call 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, ADRC-NW (Zoom). Andy Phillips, Attollis Attorneys at Law, was also in attendance.

Public Comment & Introductions: None

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

Approval of the August 27, 2024 Board of Directors Minutes: Dubiak moved to approve the Board of Directors meeting minutes of August 27, 2024; Helmert seconded. All Ayes. Motion Carried.

Financials – August 2024: After review, Dubiak moved to approve the August Cash Disbursements in the amount of \$84,202. Lemke seconded. All Ayes. Motion Carried. The Time Report capture rate for August 2024 was 42.34% and year-to-date is 39.42%. This number should increase dramatically for September and October because of Senior Care applications and Open Medicare Enrollment.

Attorney & Dissolution Checklist: Since the inception of the Aging & Disability Resource Center of the Northwoods, the State of Wisconsin pulled back all end-of-year excess funds and funneled them to other ADRCs that needed additional funds. The total amount of this re-allocation would run well over \$200,000. With this in mind, the Board feels that the State should be responsible for making both Forest County and Taylor County whole for the loan advancements of \$75,000 each several years ago. Attorney Phillips will contact the State to press our case on this; we will also check with Sherry Schulke, our Regional Quality Control Specialist. One important item of paperwork left is the ADRC-NW Board Resolution to formally Dissolve the ADRC-NW. Attorney Phillips will finish drafting this and make it available for our next meeting in October.

Discuss & Approve Credit Card Limit Expansion: Zarda requested a raise in the credit card limit from \$1,000 to \$3,000. We have to frequently order supplies for the Covid grant that we recently received. Gretzinger moved to raise the limit to \$3,000 from \$1,000; Lee seconded. All Ayes. Motion Carried.

Discuss & Approve Health Insurance Extension: Forest County sent its employment offer to the ADRC-NW employees and all have accepted. However, they will be classified as New Employees with no health insurance for 90 days.

Discuss Forest County Idea to Take Over Employees Earlier than December 31, 2024: Forest County has requested that they take over their ADRC-NW employees as of October 3, 2024. The Board did not take any action.

Discuss & Approve PTO Payout for Employees: Taylor County has decided that they will have all employees use their sick leave, vacation time, personal days and comp time before the end of the year or have the equivalent paid out in cash. Forest County has decided to follow Taylor County in everything except sick days. Lemke moved to have all employees use all their fringe days or have the ADRC-NW pay out all fringe equivalents in cash. She further moved that the ADRC-NW follow the same procedure except for the sick leave for Forest County. Helmert seconded. All. Motion Carried.

Regional Manager's Update: 1) Forest County has made employment offers to all ADRC-NW employees and all have been accepted. Taylor County is still working on their offers. 2) Several Covid-related events have been planned to fulfill grant requirements and promote Covid and flu vaccines. 3) The physical inventory for the dissolution is now complete in both counties.

Future Agenda Items: Getting original records from the start of the ADRC-NW is now a priority. It is believed they are in Oneida County's Commission on Aging office. Partial repayment of loans from both Forest and Taylor Counties were made at some point in the past, getting the balance due down to \$75,000. Where did these funds originate? The next meeting of the Aging & Disability Resource Center of the Northwoods will be Tuesday, October 29, 2024 in Crandon. It will be at 11:00 A.M.

Adjournment: With no further business, Bix moved to adjourn; Lemke seconded. The meeting was adjourned at 11:58 A.M.

Handouts: Minutes of the August 27, 2024 Aging & Disability Resource Center of the Northwoods Board Meeting; Statement of Net Position as of August 31, 2024; Statement of Revenues & Expenses for the months ended August 31, 2024; Cash Disbursements for August 2024; 2023-2024 ADRC Federal & State GPR Revenue comparisons; Transaction List for August 2024; Reconciliation Report as of September 2, 2024; Financial Statements of Accounts for all accounts with Associated Bank as of August 31, 2024; ADRC Dissolution Planning Checklist.