

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Tuesday, September 26, 2023 – 11:00 AM.
300 South Lake Avenue, Crandon, WI 54520**

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

Members Absent: Lemke (excused)

Call Meeting to Order & Roll Call: Chair Gretzinger called the meeting to order at 11:00 A.M. Also present was John Brensinger, Regional Manager, Aging & Disability Resource Center of the Northwoods, and Kristin Bauknecht, Administrative Assistant.

Public Comment & Introductions: Karen McMillion, the new A & I specialist in Crandon, was introduced to the Board.

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

Approval of the Minutes of the August 29, 2023 Board of Directors Meeting: Lee moved to approve the minutes of the August 29, 2023 Board minutes; Ackley seconded. All Ayes. Motion Carried.

Financials – August 23; Discuss Account Linked to Debit Card; Review and Approve Amended Budget for October 1, 2023: Dubiak moved to approve the August Cash Disbursements in the amount of \$54,918; Ackley seconded. All Ayes. Motion Carried. The Time Report capture rate for August 2023 was 39.79%, and year-to-date was 38.31%. Bix moved to have a check deposited to the bank account connected to the debit card to keep that account in the black. Helmert seconded. All Ayes. Motion Carried. An Amendment to the 2023 Budget was then presented (See Below.). Helmert moved to approve the Budget Amendment; Lee seconded. All Ayes. Motion Carried.

Funding

State Funds ADRC (560100)	15,000.00
State Funds SHIP (560432)	1,222.00
State Funds SPAP EBS (560328)	719.00
Federal Funds	4,454.00
Other Funding Sources	<u>775.00</u>
Total Increase in Funding	<u><u>22,170.00</u></u>

Expenses Increase (Decrease):

Salaries	3,000.00
Wages	(3,930.00)
Board of Directors	(1,000.00)
Health Insurance Incentive	125.00
Health Insurance	5,500.00
Meals, Lodging, & Miscellaneous Travel	5,000.00

Office Supplies	1,000.00
Telephone	1,300.00
Internet	1,700.00
Equipment	(2,000.00)
Software Maintenance Contracts	2,500.00
Professional Dues	125.00
Miscellaneous Expense	(4,000.00)
Outreach/Marketing	2,000.00
Fiscal Agent	2,250.00
Contracted	1,500.00
Legal Services	5,000.00
Taylor County	2,100.00
Total Increase in Expenses	<u>22,170.00</u>

Regional Manager – Updates & Questions: 1) Our new I & A Specialist required a waiver from the State of Wisconsin covering the lack of a four-year degree. That waiver has now been granted. 2) Both the Crandon office and the Medford office need filing cabinets that have secure locks because of the confidential files they store. John will explore possibilities of how best to achieve this. 3) The State of Wisconsin has stated that our ADRC will be getting additional monies for 2024 but has not stated how much that will be or when that will be. 4) It is now evident that our Dementia Care Specialist (DCS) will require an office in the Medford office. Paula Dubiak will check with the Taylor County Director of Buildings & Grounds about the costs of remodeling space adjacent to the Commission on Aging for this purpose. 5) The ADRC staff in Crandon will have a meet & greet with the Forest County Health Department to help both staffs better understand the services that the other offers. 6) It is thought that a general review of all job descriptions and policies be reviewed and perhaps updated.

Future Agenda Items: Medford office space; Kristin job description, other item(s) as needed

Adjournment: With no further business, Bix moved to adjourn; Helmert seconded. All Ayes. Motion Carried. The meeting was adjourned at 11:51 A.M. The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Tuesday, October 31, 2023 at 11:00 A.M. in Crandon.

Handouts: August 29, 2023 Minutes of the Aging & Disability Resource Center of the Northwoods Board of Directors; Statement of Net Position – August 31, 2023; Statement of Revenues & Expenses – August 31, 2023; Cash Disbursements August 2023; 2022-2023 Federal & State GPR Revenue Comparison; Time Report as of August 31, 2023; Transaction List – August 2023; Reconciliation Report September 5, 2023; Financial statement on Accounts – August 1 – August 31, 2023 for Associated Bank Accounts; Amendment #1 to 2023 Budget.