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

**BOARD OF DIRECTORS**

**Friday, May 4, 2018 – 12:00 Noon**

**100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Ackley, Bix, Cushing, Dubiak, Gresser, Kressin, Lemke, Millan, Tuckwell

**Members Absent:** Cobb, Hammer, Pemma, Price, Tallier (NOTE: There is one vacancy on the Board of Directors.)

**Call Meeting to Order:** Chair Millan called the meeting to order at 12:00 Noon. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department.

**Public Comment & Introductions:** Catherine Lemke, the alternate member from Taylor County, was introduced to the Board.

**Approval of the Agenda:** Dubiak moved to approve the agenda with seventeen items; Gresser seconded. All Ayes. Motion Carried.

**Approval of the April 6, 2018 Board of Directors Minutes:** Cushing moved to approve the minutes of the April 6, 2018 Board of Directors meeting; Kressin seconded. All Ayes. Motion Carried.

**Financial Statements – March 2018:** Beauchaine reported that everything is on track. No carryover funds have been received yet. The ADRC-NW is trying to get a payment schedule set up with the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) for the newly acquired Elder Benefit Specialist from Forest County. After review of the financial statements, Kressin moved to accept them and place them on file subject to audit; Tuckwell seconded. All Ayes. Motion Carried.

**Time Reporting – March 2018:** The March 2018 capture rate for time reporting was 42.97%; it is 42.87% year-to-date. A separate line item has been added to the report to reflect the capture rate for the Elder Benefit Specialist. The capture rate for that position will be much less than for the I & A Specialist and Disability Benefit Specialist positions. This is because of the type of work involved with the position.

**Audit of Payments/Line Item Transfers – March 2018:** After review, Kressin moved to approve line item transfers as follows: FROM: Forest County Revenue (EBS position) $31,350 TO: State Aid $3,334 and Health Insurance $28,016. Dubiak seconded. All Ayes. Motion Carried. Cushing then moved to approve the March 2018 Transaction Activity Report in the amount of $165,509.55; Ackley seconded. All Ayes. Motion Carried.

**Board Composition & Term Extensions:** Tuckwell moved to extend the Board Member Terms of Office for three years for Bix, Dubiak, and Price; Kressin seconded. All Ayes. Motion Carried. These terms will end on December 31, 2020. Bix nominated Paul Millan for Board Chair; Tuckwell seconded. There were no other nominations. All Ayes. Paul Milan was elected Board Chair. Millan then nominated Cushing as Board Vice-Chair; Tuckwell seconded. There were no other nominations. All Ayes. Ted Cushing was elected Vice-Chair. Cushing nominated Bix for Board Secretary; Gresser seconded. There were no other nominations. All Ayes. Miki Bix was elected Secretary.

Bix moved to appoint the following Board Members to Committees: Executive/Personnel – Millan, Cushing, Bix, Tuckwell; Finance – Ackley, Dubiak, Kressin, Lemke, Price; Program Evaluation – Cobb, Gresser, Hammer, Pemma, Tallier. Gresser seconded. All Ayes. Motion Carried. Millan will chair the Executive/Personnel Committee; Hammer will chair the Program Evaluation Committee. The Finance Committee will elect its Chair and Vice-Chair at its next meeting.

**Transfer of Fiscal Agent Duties to WIPFLI:** In order to move the Fiscal Agent contract from Oneida County to Wipfli, the ADRC-NW must give Oneida County a 60-day notice. Wipfli will need training from the State for CARS and time reporting, and so Poe feels the 60-day notice should not be given until June 1. Bix moved to provide Oneida County with the required 60-day notice of termination of contract for fiscal agent services on June 1, 2018; Cushing seconded. All Ayes. Motion Carried.

**Approval of Credit Card Policy:** The current Credit Card Policy, approved in 2016, covers use of a prepaid credit card. Associated Bank does not have prepaid credit cards. Ackley moved to adopt the revised Credit Card Policy & Procedure to reflect the use of a regular credit card rather than a prepaid credit card. The Regional Manager will be the keeper of the card. Lemke seconded. All Ayes. Motion Carried.

**Approval of Elder Benefit Specialist Job Description:** Kressin moved to adopt the Elder Benefit Specialist job description as presented; Dubiak seconded. All ayes. Motion Carried.

**Approval of Unpaid Leave Policy:** An ADRC-NW employee recently moved from maternity leave status to unpaid leave status. She has used up all vacation, personal days and sick leave. The question is whether the ADRC-NW should bill her for benefits now that her paid benefits have run out or wait until she returns to work. Ackley moved to establish a policy to bill employees on unpaid leave for their benefits as their paid time off runs out; Cushing seconded. All Ayes. Motion Carried.

**Restructuring Update:** The ADRC-NW received the requested $90,000 from Taylor County which, in conjunction with the monies received from Forest County, should eliminate the cash flow issues. Oneida County has announced that they will not take over the Disability Benefit Specialist position until their application is approved by the State. Since the person currently in that position is not an Oneida County employee, they will do an open job advertisement, and the current DBS may not be hired. The DBS has a very large work load and many deadlines to meet, so this may be a problem for her clients. After June 15, the State will start working with Oneida County and Vilas County to get their applications in order. The tribes will probably not decide until August or September whether they will go on their own or stay with the ADRC-NW. This makes it harder for the ADRC-NW to complete its state application. Poe stated that she is almost ready to submit the application but still needs to know who will be staying with the ADRC-NW before she can submit it.

**Regional Manager Updates:** 1) Poe is still awaiting the MOUs from the Lac du Flambeau and Potawatomi Tribes; the one with Taylor County Human Services should be completed soon. 2) Moving the computer and communications equipment from Rhinelander to Crandon will be costly, and Poe is awaiting a quote from RMM Solutions. 3) Vilas County has 67 individuals on its wait list with 7 pending screens; Taylor has 27 on the wait list with 7 pending screens; Forest County has 29 on the wait list with 4 screens pending; Oneida was 54 on their wait list and 23 pending screens. 4) There is no update on the Change Project. 5) The ADRC-NW did not receive a grant for the dementia care specialist. Sixteen ADRCs applied, and only five were awarded the grant. 6) Poe is currently working with the State to set up training for Wipfli staff to ready them for serving as the fiscal agent. 7) Oneida County is not moving forward on taking over the Disability Benefit Specialist position until their application with the state is approved. 8) Jennifer and Traci attended the Alive to Life event in Rhinelander on May 2 and had a booth. The Potawatomi is having an open house on May 19, and Jason will attend and set up a booth. 9) Time and Task Training for staff was completed online and implemented the changes in time reporting as of April 1. Continuing Skills Testing (CST) for staff will be done in May.

**Letters & Communications:** A resignation was received from Board Member Platner. Juanita Krug sent an email regarding Dave Krug’s status. May is ADRC month.

**Future Agenda Items:** Restructuring. Other as needed.

**Adjournment:** With no further business, Bix moved to adjourn; Cushing seconded. The meeting was adjourned at 12:23 P.M. The next meeting of the Aging & Disability Resource Center of the Northwoods will be Thursday, June 7, 2018 in Crandon.

**Handouts:** Minutes of the April 6, 2018 Board of Directors meeting: Revenue/Expense Report – March 2018; Time Report – March 2018; 2017-2018 ADRC Federal & State GPR Comparison; Transaction Activity Report – March 2018; Line Item Transfers – March 2018; Credit Card Policy & Procedure; Elder Benefit job description.