

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

Friday, October 6, 2017 – 12:00 P.M.

100 West Keenan Street, Rhinelander, WI 54501

Members Present: Ackley, Bix, Cushing, Dubiak, Gresser, Kressin, Krug, Millan, Platner, Tuckwell

Members Absent: Hammer (excused), Pemma, Price (excused) (NOTE: There are two vacancies on the Board of Directors.)

Call Meeting to Order: Chair Millan called the meeting to order at 12:05 P.M. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Department of Social Services; Joel Gottsacker, Assistant Director, Oneida County Department of Aging; Tammy Queen, Director, Forest County Commission on Aging.

Public Comment & Introductions: Tracey Caswell, the new ADRC Specialist in Oneida County, and Elizabeth Erickson, the new Disability Benefit Specialist located in Oneida County, were introduced to the Board.

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

Approval of September 1, 2017 Minutes: Dubiak moved to approve the September 1, 2017 Board of Directors minutes; Ackley seconded. All Ayes. Motion Carried.

Financial Statements – August 2017: The Board reviewed the August 2017 Revenue/Expense Report which incorporates the proposed line item transfers (See Below). Everything is on target with no line items over budget. It was noted that the line item for fiscal agent services is well under the amount projected for the year. Carryover funding from 2016 and excellent time reporting have combined to increase revenues.

Time Reporting – August 2017: The August 2017 Time Report shows an August time reporting capture rate of 43.49% and a year-to-date figure of 43.26%. This is well above the 39% needed to finance the 2017 budget.

Audit of Payments/Line Item Transfers – August 2017: The Board then reviewed the August 2017 Transaction Activity Report. Cushing moved to approve the Transaction Activity Report in the amount of \$125,052.17 and place it and the other reports on file subject to audit. Gresser seconded. All Ayes. Motion Carried. Cushing then moved to approve the following Line Item Transfers: FROM: Overtime, \$10,000; Fiscal Agent, \$14,857. TO: Wages, \$7,000; Health Insurance, \$6,000; Workers Compensation, \$527; Contracted Services, \$8,600; Software Maintenance, \$230; Advertising, \$2,500. Total Transfers \$24,857.00. Gresser seconded. All Ayes. Motion Carried.

Letter of Support – Oneida County: It was decided not to provide a letter of support at this time. No Action Taken.

Update of Funding of Part-Time Receptionist in Taylor County: The Taylor County Budget Committee and the Taylor County Personnel Committee have recommended that the full Taylor County Board of Supervisors approve a Commission on Aging receptionist position at 30 hours/week. The ADRC-NW will pay for half this position at a cost of \$17,301 and will be able to access 50% of the services of this receptionist. No Action Taken.

Forest County Elder Benefit Specialist - Employee with the ADRC of the Northwoods: Poe and Forest County Commission on Aging Director Queen are working to develop a detailed contract for this position which will be taken over by the ADRC-NW at the end of 2017. Forest County receives partial funding for this position from the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) in the amount of \$28,315 in addition to two other smaller grants, and Forest County must contribute \$3,125 in matching funds. The ADRC-NW will bill Forest County for this portion of the position's cost, and the rest of the cost will be covered by time reporting. No Action Taken.

Budget 2018: Insurance rates went up a small amount for 2018, and a 1.8% raise for employees is proposed. Beauchaine will make appropriate changes in the proposed budget for review at the next meeting. In 2017 Oneida received \$23,119 for direct supervision, and they are requesting \$38,973 for 2018. It was felt that this increase was not justified at this time. Vilas County and the Lac du Flambeau both requested the same amount for 2018 as they received in 2017. No Action Taken.

Review Current Job Descriptions: After review, Tuckwell moved to approve the recently updated job descriptions for the Regional Manager, full- and part-time ADRC Specialist; full- and part-time Disability Benefit Specialist, Limited Term Employee, Enrollment Counselor, and Administrative Assistant. Platner seconded. All Ayes. Motion Carried.

Update on MOUs: Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOAs) for previous years have been sent out to all partners, and Poe is awaiting approvals. Work is continuing on the 2018 MOUs and MOAs since changes will have to be made. No Action Taken.

Regional Manager Updates: 1) The ADRC-NW is now purchasing computers and laptops with the carryover funding from 2016. 2) The ADRC-NW has now essentially rolled all clients into Family Care and is now working on the "Q" lists. The process in Oneida County should go faster now that they are fully staffed. 3) One of the individuals working in Oneida County as an Enrollment Counselor for Family Care will continue on as a Limited Term Employee working on the change project for this year. It is anticipated that he will continue in that role until the end of 2017. An ADRC Specialist from Vilas County will attend training to work on the change project also. 4) Vilas County ADRC Satellite Office is moving into their new offices in the Court House next week. It is hoped the changeover will not affect telephones and computers to any great extent. 5) The State is sending out surveys soon, so the ADRC-NW should be getting feedback on how the enrollment to Family Care went. 6) The State of Wisconsin biennial budget has now been passed and includes an increase from 19 to 24 dementia care specialists. Poe will be applying for one of these positions as soon as the State allows applications. 7) October events include the Senior Fair in Taylor County and the joint Taylor County/Price County Caregivers Conference. 8) Appointment calendars for 2018 are now available. 9) Kris McMurry, Sue Nuernberger, Terese Poe, Miki Bix, and Richard Ackley attended the ADRC Conference in Middleton in September. All agreed it was a worthwhile conference. 11) We received an email from a client who feels that our assistance was invaluable and also feels our services were much superior to that received from another ADRC. He is very concerned about the separation of Vilas County from our ADRC.

Letters & Communications: There were none.

Future Agenda: 2018 budget; pay scales and job descriptions for receptionist in Taylor County and employees transferring from Forest County; other items as needed.

Date & Time of Next Board of Directors Meeting: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, November 3, 2017 with meeting times the same as this month if possible.

Adjournment: With no further business, Bix moved to adjourn; Gresser seconded. All Ayes. The meeting was adjourned at 12:37 P.M.

Handouts: Minutes of the September 1, 2017 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; August 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Revenue Comparison; August 2017 Time Report; August 2017 Transaction Activity Report; August 2017 Line Item Transfers; Regional Manager job description; ADRC Specialist full- & part-time job descriptions; Disability Benefit Specialist full- & part-time job descriptions; Limited Term Employee job description; Enrollment Counselor job description; Administrative Assistant job description.