

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

Thursday, December 7, 2023 – 11:00 A.M.

300A South Lake Avenue, Crandon, WI 54520

Members Present: Ackley, Bix, Dubiak (teleconference), Helmert, Lee

Members Absent: Gretzinger, Lemke (excused)

Call to Order: The meeting was called to order at 11:05 A.M. Also, present were John Brensinger, Regional Manager of the Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Kristin Bauknecht, Administration Assistant, ADRC-NW.

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

Approval of the Minutes of the October 31, 2023 Board of Directors Meeting: Helmert moved to approve the October minutes; Lee seconded. All Ayes. Motion Carried.

Financials: After reviewing the Statement of Revenue & Expenses as of October 31, 2023, it was evident that the ADRC-NW will be underspent for the year. We are estimating to be underspent by 6K-15K per our Fiscal Agent. So, we will be purchasing additional equipment early as part of our replacement policy. We do not have our main Grant Contract for 2024 from the State of Wisconsin for next year, so no budget can be prepared at this time. The Time Report shows that our capture rate is 34.10% for the month of October and 38.00% year-to-date. This corresponds well with our budget projection of 37%. Ackley moved to approve the Cash Disbursements in the amount of \$64,906 for the month of October; Lee seconded. All Ayes. Motion Carried.

Approval of the Administrative Assistant Job Description: Bix moved to approve the Administrative Assistant job description; Lee seconded. All Ayes. Motion Carried.

Regional Manager Updates & Questions: 1) Marketing efforts are proceeding and our services are getting more and more attention and participation. We have had very favorable comments on our Christmas decorations. The ADRC in Forest County had a meet and greet for community members. The ADRC is involved with the monthly stock box program. The Forest County ADRC was in the Christmas Parade getting some visibility in the community. 2) Brensinger is waiting on grants. We are expecting Grant Funding from the State will be the same as this year. The problem with this is that almost everything is costing more, in some cases much more. We will be contacting our state representatives to discuss the problem in hopes of better funding for our ADRC of the Northwoods. 4) New filing cabinets, cabinet repairs, and new laptops and desktops are being ordered. 5) Both of the Forest County I & A workers are now fully screen-certified. 6) We are looking for more Dementia Care Specialist volunteers.

Future Agenda Items: 2024 tentative budget; salary and fringe, pepper spray, Narcan policy, Meal allowances/personnel expenses, longevity bonuses.

Adjournment: Our next meeting of the ADRC-NW will be Tuesday, December 19, 2023 at 11:00 A.M. in Crandon. With no further business, Bix moved to adjourn; Lee seconded. All Ayes. The meeting was adjourned at 11:53 A.M.

Handouts: October 31, 2023 ADRC-NW Board of Directors meeting minutes; Statement of Net Position – October 31, 2023; Statement of Revenues & Expenses for the month of October 2023; ADRC-NW time Report; 2022-2023 ADRC Federal & State GPR Revenue Comparison; October 2023 Cash Disbursements; October 2023 Transaction List; ADRC-NW Administrative Assistant Job Description; November 10, 2023 Reconciliation Report from Associated Bank; October 2023 Financial Statement of Accounts.