

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS

BOARD OF DIRECTORS

Tuesday, June 25, 2024 – 11:00 A.M.

Frances L. Simek Memorial Library, 400 North Main Street, Medford, WI 54451

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

Member(s) Absent: Helmert (excused)

Call Meeting to Order: Chair Lee called the meeting to order at 11:00 A.M. Also present were Jamie Zarda, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Kristin Bauknecht, Administrative Assistant, ADRC-NW and Jenn Viergutz, Director, Taylor County Commission on Aging.

Public Comment & Introductions: There were none.

Approval of the Agenda: Ackley moved to approve the agenda with fourteen items, Lemke seconded. All Ayes. Motion Carried.

Approval of the May 28, 2024 and June 6, 2024 Board of Directors Meetings: Dubiak was added as the second on the June 6, 2024 motion to combine the part-time Regional Manager position with a part-time I&A Specialist position. Dubiak moved to approve the minutes of the May 28, 2024 meeting and the June 6, 2024 meeting (as amended); Lemke seconded. All Ayes. Motion Carried.

Financials – May 2024: The expenses for May are higher than normal because the costs of the 2023 audit are included. Time Reporting capture rate was 38.37% for May 2024 and 39.20% year-to-date. The rate should be higher in the future because of the combining of the Disability Benefit Specialist with the Elder Benefit Specialist and the combining of the I&A Specialist position with the Interim Regional Manager position. Gretzinger moved to approve Cash Disbursements in the amount of \$96,607 for the month of May 2024. Lee seconded. All Ayes. Motion Carried.

Interim Regional Manager's Update: 1) Zarda had a meeting with Sherry Schulke, Regional Quality Control Specialist. Schulke wants the Board to have the dissolution checklist on every agenda going forward. 2) Zarda has finished training for the I&A position and is now seeing clients. 3) She is also coordinating two events one with Forest County and an event with the Taylor County Commission on Aging.

Dissolution Checklist: 1) Forest County would like to keep the name "Aging & Disability Resource Center of the Northwoods" for their ADRC. They would also like to keep the signage and the Web site. Gretzinger moved to have our attorney set up the name, sign and Web site going to Forest County. Lemke seconded. All Ayes. Motion Carried. 2) Another item on the Checklist is responsibility for vacation and sick time. The ADRC-NW is legally responsible for this, and it may be necessary to pay out part of these items rather than have the employees use all the benefits. The Board needs exact figures on the amounts involved to decide how to handle this. Bauknecht will email these figures to the Board Members. No Action Taken.

Kristin Bauknecht, Administrative Assistant Job Description Updates: Bauknecht stated that she wants to update her job description to include duties that show she is more of an Office Manager than an Administrative Assistant. These duties have gradually been added to her duties over time. She is not asking for a wage increase. Dubiak moved to approve changing the Job Description to reflect Bauknecht's actual duties as an Office Manager and retitle the job description. Lee seconded. All Ayes. Motion Carried.

Tawny Booth, Elder Benefit Specialist – Schedule: Zarda would like to increase Booth's hours from 34 to 40 hours per week. Our fiscal agent says the money for this is already budgeted. The move could actually save

money in the long run because more time-and-task monies may be claimed. Along with less travel from Taylor county Employee having to travel back and forth. Lemke moved to approve the change in Booth's hours from 34 to 40 hours per week; Ackley seconded. All Ayes. Motion Carried.

Approval from ADRC-NW Board for Forest County to Obtain the ADRC-NW Name & Sign: See above.

Employee Annual Leave Time Resolution During Dissolution: See above.

Taylor County Employees Want to Meet with the Taylor County Board Regarding the Process of Dissolution: This is an item for Taylor County.

Future Agenda Items: The next meeting of the Aging & Disability Resource Center Board of Directors will be Tuesday, July 30, 2024 in Crandon. Items to be discussed include surplus or deficit at the end of the 2024 fiscal year, transfer of the Name, Sign and Web site of the ADRC-NW to Forest County, payout of vacation and personal time to employees before dissolution. Chair Lee will contact our attorney and ask them to attend this meeting so that the Board can have a more detailed discussion of the items on the Dissolution List.

Adjournment: With no further business, Bix moved to adjourn; Dubiak seconded. All Ayes. The meeting was adjourned at 11:39 A.M.

Handouts: Minutes of the May 28, 2024 ADRC-NW Board of Directors Meeting; Minutes of the June 6, 2024 ADRC-NW Board of Directors Meeting; Statement of Net Position as of May 31, 2024; Statement of Revenues & Expenses as of May 31, 2024; Cash Disbursements - May 2024; 2023-2024 Federal & State GPR Revenue Comparison; Transaction List – May 2024; Reconciliation Report – May 2024; Financial Statement of Account for both Associated Bank ADRC-NW Accounts; ADRC-NW Administrative Assistant Position Job Description; draft of Office Manager Job Description; copy of Communications between Jaclynn Murphy (Fiscal Agent) and Jamie Zarda regarding Tawny Booth increase in hours; ADRC Dissolution Planning Checklist; promotional information of the "Fair Before the Fair" event in Taylor County.