

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Friday, March 3, 2017 – 11:30 A.M.
100 West Keenan Street, Rhinelander, WI 54501**

Members Present: Bix, Gresser, Hammer, Kressin, Krug, Millan, Platner, Tuckwell

Members Absent: Cushing (excused), Kortenhof, Pemma, Price. (NOTE: There are three vacancies on the Board.)

Call Meeting to Order: Chair Millan called the meeting to order at 11:33 A.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Melissa McLaughlin, Certified Public Accountant, Wipfli LLP.

Public Comment & Introductions: Introductions were made.

Approval of the Agenda: Hammer moved to approve the agenda with twenty-one items; Platner seconded. All Ayes. Motion Carried.

Approval of the Minutes of the January 6, 2017 Board of Directors Meeting: No Action Taken.

Financial Statements – December 2016: The preliminary closing Revenue/Expense Report for 2016 currently shows a surplus, but the final figures are not all available. It is hoped they will be available for the April meeting. No Action Taken.

Time Reporting – December 2016: The Time Report for January 2017 shows a capture rate of 41.32%. The ADRC-NW needs a capture rate of 39% to fully fund the 2017 budget. The December 2016 capture rate was 40.88%, the final year-to-date rate for 2016 was 41.04%. The amount needed to fully fund the 2016 budget was 39%.

Audit of Payments/Line Item Transfers: After review, Hammer moved to accept the Transaction Activity Report for December 2016 in the amount of \$60,158.13 (these expenses were incurred in December but paid in January) and the January 2017 Transaction Activity Report in the amount of \$54,972.02 and to place both reports on file subject to audit. Platner seconded. All Ayes. Motion Carried. There were no line item transfers.

EBS Position Update: There is nothing to report at this time.

It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Specifically, the Board will consider an anomaly that has arisen with respect to the administration, and the ADRC's payment for, PTO benefits on the part of a county employee that performs services for the ADRC. Bix moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Gresser – Yes; Hammer – Yes; Kressin – Yes; Krug – Yes; Millan – Yes; Platner – Yes; Tuckwell – Yes. Yes – 8; No – 0; Absent – 4. The Board went into Closed Session at 11:45 A.M.

The Board will return to Open Session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, the ADRC's position on the PTO issue. Krug moved to return to Open Session; Bix seconded. All Ayes. The Board returned to Open Session at 11:50 A.M.

No Action Taken.

It is anticipated that a motion will be made, seconded, and approved to enter into Closed Session pursuant to Sec. 19.85 (1)(c) deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a Closed Session. Specially, under the (1)(g) exception, the Board will discuss a Notice of Claim it recently received as well as the legal action that the ADRC-NW Board may be involved in as a result of the Notice of Claim. Hammer moved to go into Closed Session; Tuckwell seconded. Roll Call: Bix – Yes; Gresser – Yes; Hammer – Yes; Kressin – Yes; Krug – Yes; Millan – Yes; Platner – Yes; Tuckwell – Yes. Yes – 8; No – 0; Absent – 4. The Board went into Closed Session at 11:51 A.M. Bix and Krug left the meeting at this point.

The Board will return to Open Session and may take formal action on any matter(s) discussed in Closed Session including, without limitation, the ADRC's position on the claim issue. Kressin moved to return to Open Session; Hammer seconded. All Ayes. The Board returned to Open Session at 11:59 A.M.

Bix and Krug returned to the meeting.

Hammer moved to deny the claim; Tuckwell seconded. All Ayes except Bix and Krug who abstained. Motion Carried.

Staff Certification/Fee Approval: Schroeder informed the Board that in order for staff to perform their I & A duties they need a Social Work Certification. All staff currently performing I & A duties have this certification. The cost is \$85 every two years. Schroeder will check to see whether other ADRCs are paying for this certification. Schroeder also has this certification, although it is not currently required for her position. One of the Disability Benefit Specialists has a counseling certification, and the ADRC-NW may consider paying for this certification as well.

ASA Conference – Meal Reimbursement Rates: Several ADRC-NW staff are attending the American Society on Aging Conference in Chicago. Schroeder informed the Committee that the ADRC-NW daily meal rate is \$42, but the federal meal rate for Chicago is \$69/day. Platner moved to approve the Chicago rate of \$69/day for meal reimbursement; Bix seconded. All Ayes. Motion Carried.

ADRC Cash Flow Recommendations: Because the State of Wisconsin no longer allows pre-payments, the ADRC-NW does not have the cash on hand to handle payments at the beginning of the year. This situation resolves itself in March-April when State payments start coming to the ADRC-NW. In the past, Oneida County advanced the ADRC-NW the money to allow all payments to be made in a timely manner; when the money from the State came into the ADRC-NW accounts, Oneida County was reimbursed. Since Oneida County submitted notice that they will no longer serve as our Fiscal Agent, they will not be advancing money after 2017. The question now is: What should the ADRC-NW do to obtain the necessary funds to pay all bills during the first quarter of the year? One option is borrow the money from a bank, but that would involve paying interest. Another option is to follow the example of the Oneida and Vilas Counties Transit Commission which went to its county members and asked them

for operating money. If the ADRC-NW followed this example, each county would be asked to contribute approximately \$75,000. Millan stated that Forest County is willing to advance their share, and Krug stated that he talked with the Taylor County Finance Director who felt Taylor County would be willing to follow suit. Schroder will check with other ADRCs to determine what they are doing to resolve similar problems. Another issue is whether ADRCs are allowed to maintain cash reserves from year-to-year. No Action Taken.

14) Family Care Update: The kick off meeting for Family Care in our area was recently held, and the Managed Care Organizations and Iris Organizations were present. Enrollment counseling training for staff has been completed.

Possible Hiring of Limited-Term Employees (LTEs): The State of Wisconsin has determined the number of individuals who will have to be enrolled in Family Care by July 2017, and the ADRC-NW may need to hire 1-2 Limited-Term Employees (LTEs) in order to complete the projected enrollment in this area. Each LTE will need to have a bachelor's degree to do options counseling but won't need to do functional screens. There is money in the budget to pay for these employees due to recent staff changes. Krug moved to authorize Schroeder to hire 1-2 Limited-Term Employees as needed to handle the options counseling for Family Care; Gresser seconded. All Ayes. Motion Carried.

Staff Expectations for Overtime and Evening/Weekend Hours: The following consumer meetings have been scheduled to inform the public about Family Care in the ADRC-NW area: Forest County, March 27 - 5:30 P.M.; Vilas County, March 28 – 5:30 P.M.; Oneida County, March 29 – 1:30 P.M. and 5:30 P.M.; Taylor County, April 3 – 5:30 P.M. The State of Wisconsin is requiring ADRC-NW staff to attend these meetings, thus incurring overtime.

Acceptance of Troyk Board Resignation: Hammer moved to accept the resignation of Judy Troyk from the ADRC-NW Board of Directors; Gresser seconded. All Ayes. Motion Carried.

2016 Strategic Plan Review – Possible Updates: Nothing from Board Members was submitted to Schroeder regarding possible updates to the 2016 Strategic Plan. It was decided to postpone discussion of this item until after Family Care is implemented.

New ADRC Conflict of Interest Policy Review: Three policies have now been standardized by the State and require Board approval to replace existing policies: Complaint & Appeal, Short-Term Service Coordination, and Conflict of Interest. Several questions were brought up by Board Members – e.g., Why does the Conflict of Interest Policy only refer to employees and not Board Members? What happens if the Regional Manager has a conflict? Schroeder will get clarification on these and other issues before the Board votes on the policies. No Action Taken.

Regional Manager Report: 1) Forest County is still interested in taking part in the restructure of the ADRC-NW as of January 2018. 2) Interviews are being held on Saturday, March 4th, for the assistant director position in the Oneida County Department on Aging. This individual will supervise the ADRC-NW staff in Oneida County. 3) The ADRC-NW Board is three members short. The Regional Manager will work on getting these positions filled. 4) The recently hired Lac du Flambeau staff person has resigned. 5) The Taylor County staff met with the local nursing home to establish a procedure for handling client issues. The Consortia will be contacted first, the Commission on Aging second, and the ADRC last. The change is necessary due to the extra work created because of Family Care. 6) Several ADRC-NW computers will need to be replaced in the near future, and Schroeder has requested carryover funding

to do that. 7) A PDF word converter will be installed on the Administrative Assistant's computer. 8) Concerning aging unit and ADRC integration, there is a large benefit for the Commissions on Aging to integrate because that would give them access to ADRC funding. However, Schroeder feels that both units need to work together to determine whether this would be in the best interest of the customers. The State is offering a \$30,000 one-time payment to those agencies who wish to integrate. Apparently ADRCs can apply for this funding also. The ADRC-NW needs to determine if they wish to pursue this at this time.

Letters & Communications: There were none.

Future Agenda Items: As needed.

Confirm Next Meeting Date, Place & Time: The next meeting of the Aging and Disability Resource Center of the Northwoods Board of Directors will be April 7, 2017 in Rhinelander at a time to be determined.

Adjournment: With no further business, Bix moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 12:58 P.M.

Handouts: Close 1 2016 Revenue/Expense Report; 2015-2016 ADRC Federal & State GPR Revenue Comparison; Close 1 Transaction Activity Report; January 2017 Revenue/Expense Report; January 2017 Time Report; January 2017 Transaction Activity Report.