

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

**BOARD OF DIRECTORS**

**Friday, May 12, 2017 – 11:30 A.M.**

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

**Members Present:** Bix, Cushing, Gresser, Kressin, Krug, Millan, Platner, Price

**Members Absent:** Hammer (excused), Kortenhof, Pemma, Tuckwell (excused) (NOTE: There are three vacancies on the Board of Directors.)

**Call to Order:** Chair Millan called the meeting to order at 11:30 A.M. Also present for at least part of the meeting were Chuck Sekel, Director, Forest County Department of Social Services & Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County Social Services Department; Dianne Jacobson, Director, Oneida County Department on Aging; Sue Richmond, Director, Vilas County Commission on Aging; Melissa McLaughlin, Certified Public Account, Wipfli LLP.

**Public Comment & Introductions:** Introductions were made.

**Approval of the Agenda:** Cushing moved to approve the agenda with 21 items; Krug seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the February 3, 2017 and April 7, 2017 Board of Directors meetings:** Cushing moved to approve the minutes of the February 3, 2017 and April 7, 2017 Board of Directors meetings; Platner seconded. All Ayes. Motion Carried.

**Financial Statements – 2017:** The request for carryover funds from the 2016 surplus has been made, and a decision will be made as of May 15, 2017. Concerning the March 2017 Revenue/Expense Report, there are a few items which are overspent at this time but nothing significant. It is noted that after much discussion and a review of Attorney Phillips' recommendation, the Finance Committee authorized payment of accumulated flex time to the former Regional Manager.

**Time Reporting – 2017:** The March 2017 Time Report Capture Rate is 42.07%, and the year-to-date figure is 41.13%. The percentage needed to balance the 2017 budget is 39%.

**Audit of Payments/Line Item Transfers – 2017:** Cushing moved to accept the financial statements and place them on file subject to audit and to approve the Transaction Activity Report for March 2017 in the amount of \$117,463.27. Platner seconded. All Ayes. Motion Carried. There were no line item transfers.

**2016 Year End Reports:** These were reviewed in April.

**Approval of MOUs:** The Memorandum of Understanding with Oneida County was sent to the Oneida County Corporation Counsel for approval. He returned it with proposed changes. It has now been referred back to Attorney Phillips for his input.

**Approval of New Board Member:** The application of Paula Dubiak for membership in the ADRC-NW Board of Directors was reviewed by the Board Members. Cushing moved to move Bix from the Older Adult slot to the Physically Disabled slot and to appoint Dubiak to the open Older Adult slot. Gresser seconded. All Ayes. Motion Carried.

**Approval of Carrying Over Flex Time Earned Because of Family Care:** Because of the implementation of Family Care in the ADRC-NW service area, staff will be working extra hours and accumulating flex time. Since this situation will not resolve itself until at least October, some staff may not be able to use the flex time before the end of the year. Cushing moved to approve the carryover of flex time earned by staff because of the Family Care transition; Price seconded. All Ayes. Motion Carried.

**Discussion of Various Committee Responsibilities:** There has been some confusion over which committees of the ADRC-NW are responsible for various functions. Cushing moved to have the Board Secretary send the list of Committee Responsibilities to all Board Members. Platner seconded. All Ayes. Motion Carried. This list was included in the most recent Board Member Orientation Manual of 2016, and Board Members should put this list in their orientation manuals.

**Discussion of the Regional Manager Hiring Process:** The process to hire the Regional Manager is as follows: The Executive/Personnel Committee reviews applications; interviews the applicants; makes a recommendation to the Board of Directors. The Board of Directors then approves or rejects the recommendation. This policy was followed for the hiring of both the first and second Regional Managers of the ADRC-NW. Concerning the decision to post internally or externally, Attorney Phillips stated that that decision is at the discretion of the Executive/Personnel Committee. In the present case, after the resignation of the previous Regional Manager was accepted, the Executive/Personnel Committee followed this procedure.

**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, under the (1) exemption, 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. Also, specifically, under the (1) exemption, possibly take action on the hiring of a Regional Manager.** Cushing moved to go into Closed Session; Gresser seconded. Roll Call: Bix – Yes; Cushing – Yes; Gresser – Yes; Kressin – Yes; Krug – Yes; Millan – Yes; Platner – Yes; Price – Yes. Yes – 8; No – 0; Absent 4. **The Board went into Closed Session at 12:08 P.M.**

**The Board will return to Open Session and may take formal action on any matter(s) discussed in Closed Session.** Price moved to return to Open Session; Platner seconded. All Ayes. **The Board returned to Open Session at 12:18 P.M.** Cushing moved to offer the Regional Manager position to Terese Poe, with salary and fringe benefits to be negotiated by the Executive/Personnel Committee in conjunction with Poe. The motion went on to state that Poe will work out of the Crandon office with appropriate visits to the Satellite Offices. Platner seconded. All Ayes. Motion Carried. The Board would like the transition to the new Regional Manager to happen as soon as possible.

**Report from the Interim Manager:** 1) A request for carryover funding has been made, and a decision is expected by May 15, 2017. 2) As of the closing date for applications to fill the Vilas County I & A Specialist position, Vilas County has received 7-8 applications.

**Family Care Update:** The ADRC-NW is ahead of schedule on the transition to Family Care. Of the approximate 146 total enrollments to be made in Taylor County, 54 are completed (37%). For Forest County, of the approximately 76 to be made, 44 are completed (58%); for Vilas County 55 of 186 are completed (30%); for Oneida County, 77 of 310 are completed (25%). As each county's enrollments are completed, the staff for that county can start working on the next scheduled county's enrollments. Forest County is scheduled to be completed by July 1, Taylor County by August 1, Vilas County by September 1, and Oneida County by October 1. The State feels the ADRC-NW is making one of the best transitions in the state, and officials are very happy with our progress.

**RMM Computer Purchase:** Replacement computers for Oneida County ADRC-NW staff were made through an Oneida County vendor rather than RMM Computers.

**Minutes on the ADRC-NW Web Site:** All minutes from ADRC-NW meetings will be posted on the ADRC-NW Web site. The URL is: [adrcofthenorthwoods.org](http://adrcofthenorthwoods.org).

**Approval of the Complaint & Appeal, Short Term Service Coordination, and Conflict of Interest Policies:** After clarification, Krug moved to approve the Complaint & Appeal Policy, the Short Term Service Coordination Policy & Procedure, and the Conflict of Interest Policy. Platner seconded. All Ayes. Motion Carried.

**Letters & Communications:** There were none.

**Future agenda items:** As needed.

**Next Meeting Date, Time & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, June 2, 2017 at a time to be determined. It will be in Rhinelander.

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

**Handouts:** Minutes of the Aging & Disability Resource Center of the Northwoods Board of Directors meetings of February 3, 2017 and April 7, 2017; March 2017 Revenue/Expense Report; 2016-2017 ADRC Federal & State GPR Revenue Comparison; March 2017 Time Report; March 2017 Transaction Activity Report; YTD Family Care Enrollment Statistics; Enrollment Counseling Completed; Complaint & Appeal Policy; Short Term Service Coordination Policy & Procedure; Conflict of Interest Policy,