

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS  
Friday, July 13, 2018 -12:00 P.M.  
100 West Keenan Street, Rhinelander, WI 54501**

**Members Present:** Ackley, Bix, Cushing (11:02), Dubiak, Gresser, Hammer, Lemke, Price, Tallier, Tuckwell

**Members Absent:** Kressin, Pemma (NOTE: There are three vacancies on the Board of Directors.)

**Call Meeting to Order:** The meeting was called to order at 12:00 P.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

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

**Approval of the Agenda:** Price moved to approve the agenda with fourteen items; Hammer seconded. All Ayes. Motion Carried.

**Approval of June 15, 2018 Board of Directors Meeting Minutes:** Price moved to approve the June 15, 2018 Board of Directors minutes; Dubiak seconded. All Ayes. Motion Carried.

**Financial Statements – May 2018:** The ADRC-NW has now received \$135,388 in carryover funds which were not included in the financial statements for May 2018. After review of the statements, Price moved to accept the financial statements of May 2018 and place them on file subject to audit; Hammer seconded. All Ayes. Motion Carried.

**Time Reporting – May 2018:** The time reporting capture rate for May 2018 was 42.34%, and the year-to-date capture rate was 43.85%. This compares very favorably with the 40% capture rate needed to fully fund the 2018 budget.

**Audit of Payments/Line Item Transfers – May 2018:** After review, Bix moved to approve the Transaction Activity Report in the amount of \$95,930.01. Cushing seconded. All Ayes. Motion Carried.

**ADRC Staffing – Rhinelander Office:** After review and discussion of performance data based on SAMS reports, Price moved recommend to the full Board of Directors that it eliminate any further supplemental staffing for the Rhinelander office. The motion went on to direct Regional Manager Poe to write a letter to Oneida County Director, Department on Aging, informing her of this decision. Tuckwell seconded. All Ayes. Motion Carried.

**Report from Executive/Personnel Committee on evaluation of the Regional Manager:** The Executive/Personnel Committee recently completed a Performance Evaluation of the Regional Manager. The result was an excellent evaluation, and the Committee approved giving the Regional Manager a step increase retroactive to the anniversary of her date of hire. Board Member Cushing stated that Poe has demonstrated grace under pressure during the transition.

**Restructuring Discussion and Formation of Sub Committee:** Bix moved to form a sub-committee to discuss restructuring and make recommendations for action to the Board. The sub-committee would be composed of the three Taylor County members of the ADRC-NW Board of Directors (Bix, Dubiak, Lemke), plus Board Members Tallier and Ackley from Forest County, and a new member of the Board of Directors to be chosen from Forest County. Hammer seconded. All Ayes. Motion Carried.

**Regional Manager Updates:** 1) Regional Manager Poe is awaiting a quote from RMM for the transfer of IT equipment from Rhinelander to Crandon. They are also being asked to resolve the email and encryption issues. The installation of Office 365 with encryption capabilities and additional safeguards will have a one-time fee of \$6,205 and a monthly fee of \$60 for ten users. 2) Vilas County has 68 on the waitlist for Family Care with nine pending screens; Oneida County has 68 on the waitlist and 35 pending (14 of which are almost complete) and 8 nursing home relocations; Forest County has 36 on the waitlist and 2 pending screens; Taylor County has 28 on the waitlist and 13 pending screens. Forest County and Taylor County are in a very good position for the transition to entitlement; Vilas County and Oneida are not as well placed; 3) David Albino has provided WIPFLI with three hours of CARS training, and work is now proceeding to provide a CARS account for them. 4) The ADRC-NW has received \$20,160 in reimbursement from the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) and also federal

match monies. 5) The Disability Benefit Specialist (DBS) in Oneida County has an extremely high caseload, and Oneida County has been asked to have its I & A Specialists perform triage before sending clients to the DBS. The other counties in the ADRC-NW have always performed these duties due to having part-time DBS in their offices. 6) There is an open Disability Benefit Specialist position in Taylor County, and Poe will be interviewing applicants for the position on July 18. DBS Meeder has been going to Taylor County one day a week to assist. 7) The ADRC/Aging Conference will be September 12-14. Any Board Member interested in attending should notify Poe as soon as possible to get lodging and registration settled.

**Letters & Communications:** Resignation of ADRC-NW Board Chair Paul Millan.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 12:22 P.M.

**Handouts:** Minutes of the June 15, 2018 Board of Directors meeting; review of SAMS data for April, May, and June 2018; May 2018 Revenue/Expense Report; 2017-2018 ADRC Federal & State GPR Revenue Comparison; May 2018 Time Report; May 2018 Transaction Activity Report.