

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

**Friday, August 17, 2018 – 12:00 Noon
100 West Keenan Street, Rhinelander, WI 54401**

Members Present: Ackley, Bix, Cushing, Hammer, Kressin, Lemke, Tallier, Tuckwell

Members Absent: Dubiak (excused); Price (excused); Gresser, Pemma (NOTE: There are three vacancies on the Board of Directors.)

Call Meeting to Order: Vice-Chair Cushing called the meeting to order at 12:00 noon. Also present were Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Melissa McLaughlin, CPA, Wipfli; Joel Gottsacker, Assistant Director, Oneida County Department on Aging; and Jeannie Weyers, the proposed new ADRC-NW Board Member.

Public Comments & Introductions: Introductions were made.

Approval of the Agenda: Hammer moved to approve the agenda with thirteen items; Bix seconded. All Ayes. Motion Carried.

Approval of July 13, 2018 Board of Director Minutes: Kressin moved to approve the minutes of the July 13, 2018 Board of Directors meeting; Tuckwell seconded. All Ayes. Motion Carried.

Financial Statements – June 2018: These were not discussed because of incomplete information received from Oneida County.

Time Report – June – 2018: The time reporting capture rate for June 2018 was 43.91%; the year-to-date figure is 43.86%.

Audit of Payments/Line Item Transfers – June 2018: After review, Cushing moved to accept the Transaction Activity Report for June 2018 in the amount of \$97,960.35. Kressin seconded. All Ayes. Motion Carried. There were no line item transfers.

Approval of Payment for Office 365: After discussion, Kressin moved to approve the payment of \$6,205 for Office 365 to eliminate email storage problems and to improve encryption capabilities. There will be an additional cost of \$60/month for ten licenses. Ackley seconded. All Ayes. Motion Carried.

Sub-Committee Report: Vilas County has received a waiver for its manager and so will be leaving the ADRC-NW. The sub-committee met with state personnel and received several ideas regarding the 2019 budget. Poe has now developed two workable budgets, one of which involves a change to the health insurance policy and employee handbook.

Regional Manger Updates: 1) Vilas County has a wait list of 69 with 5 pending screens; Taylor County has 27 on the wait list with 4 pending screens; Oneida has 80 on the wait list and 36 pending screens; Forest County has 34 on the wait list and 5 pending. 2) Connections, a new IRIS Consultant Agency, will be serving Forest, Oneida and Vilas Counties starting September 1, 2018 and Taylor County starting October 1. 3) This is the first month Wipfli is entering CARS reporting. 4) The preliminary audit is complete. Work is proceeding on finalizing it. 5) Poe will now dedicate all ADRC-NW marketing efforts to Taylor and Forest counties. 6) The interim report of the Customer Satisfaction Survey by Mail is available and overall is a very good survey for the ADRC-NW. 7) Ackley, Bix, Poe, and Weber will be attending the Aging & Disability Network Conference at the Kalahari in the Dells September 13 & 14.

Letters & Communications: Jason Kirker submitted his resignation because he is moving to Michigan.

Future Agenda Items: Application for new contract with the State of Wisconsin, 2019 budgets, insurance and handbook changes, election of new officers.

Next Meetings Dates & Times: The next meeting of the ADRC-NW Board of Directors will be Friday, September 7, 2018 at 12:00 Noon. The next meeting of the sub-committee on the future ADRC-NW will be August 30, 2018 at 1:00 P.M. It will be in Crandon.

Adjournment: With no further business, Bix moved to adjourn; Kressin seconded. All Ayes. The meeting was adjourned at 12:20 P.M.

Handouts: Minutes of the July 13, 2018 Board of Directors meeting; June 2018 Revenue/Expense Report (incomplete); 2017-2018 ADRC Federal & State GPR Comparison; June 2018 Time Report; June 2018 Transaction Activity Report; interim Customer Satisfaction Survey by Mail – June 2018; Organization Chart of future ADRC-NW with two counties.