

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

**Thursday, December 13, 2018 – 12:00 P.M.**

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

**Members Present:** Ackley, Bix, Dubiak, Gresser, Kressin, Lemke, Tallier, Tuckwell, Weyers

**Members Absent:** Cushing (excused); Hammer, Pemma, Price (excused)

**Call Meeting to Order:** Chair Ackley 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), and Melissa McLaughlin, CPA, WIPFLI CPAs & Consultants.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Dubiak moved to approve the agenda with 22 items; Tallier seconded. All Ayes. Motion Carried.

**Approval of Minutes of the November 2, 2018 Board of Directors Meeting:** Kressin moved to approve the minutes of the November 2, 2018 Board of Directors meeting; Lemke seconded. All Ayes. Motion Carried.

**Cash Disbursements – October 2018:** After review, Bix moved to accept the October 2018 disbursements in the amount of \$145,235 and put them on file subject to audit; Tallier seconded. All Ayes.

**Time Reporting – October 2018: Looking good. \$1,188791**

**Budget Amendments – October 2018:** Vilas County will be purchasing a new computer and monitor for one of their employees in the amount of \$1,903; they are underspent for the year, so they can take this out of their 2018 budget allowance. Oneida County is overspent. However, Poe approved extra travel expenses for the national conference, so we be making an adjustment to their travel line item. It appears we will be well underspent for 2018. After McLaughlin reviewed the financial reports with the Board, Kressin moved to accept them and place them on file subject to audit; Weyers seconded. All Ayes. Motion Carried.

**Transferring Benefits of New Employee:** Poe stated that the ADRC-NW will be transferring sick leave benefits only for the new employee. Vacation will not be transferred because those benefits are pro-rated when the employee joined the ADRC-NW. No Action Taken.

**Approval of Releasing Lac du Flambeau from the Long-Term Care District:** The Board received a letter from the Lac du Flambeau Band of Lake Superior Chippewa Indians stating that they wish to withdraw from the ADRC-NW as a participating partner effective January 1, 2019. A resolution to that effect was enclosed with the letter. Bix moved to honor the question from the Lac du Flambeau Band of Lake Superior Chippewa Indians to withdraw from the ADRC-NW effective January 1, 2019; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of 2019 Budget:** The proposed budget totals \$678,734. The most recent Cost of Living Adjustment (COLA) was 2.8%, and this budget includes a wage increase of 2% at a cost of \$8,670. The budget is set at a 39% federal drawdown rate. Wages and benefits for the part-time administrative assistant in Taylor County increased from \$17,500 to \$17,898. The Disability Benefit Specialist in Forest County is budgeted at 24 hours per week. Kressin moved to approve the proposed budget as present; Tuckwell seconded. All Ayes. Motion Carried.

**Approval of Application:** The Board reviewed the executive summary of the application for the State. Poe stated that she will submit the complete application by the end of next week. Kressin moved to approve the application as presented; Dubiak seconded. All Ayes. Motion Carried.

**Approval of Bylaws:** Changes to the bylaws are needed due to changes in the entities involved, the status of the employees, and the board membership. Tuckwell moved to approve the bylaws as amended and presented; Tallier seconded. All Ayes. Motion Carried.

**Approval of Bring your Own Device (BYOD) Policy:** Instead of the ADRC-NW purchasing cell phones for limited business use by employees, employees will use their personal phones for business use. An app, called the Bring Your Own Device (BYOD), monitors which calls are work-related, and the employees can be reimbursed for those calls. A full-time employee can be reimbursed up to \$50/month, and this should be more than enough to offset any costs incurred. This should also save the ADRC-NW approximately \$100/month. Confidentiality measures will be maintained. This policy was reviewed and approved by the ADRC-NW attorney. Kressin moved to approve Bring Your Own Device (BYOD) Policy as presented; Tallier seconded. All Ayes. Motion Carried.

**Approval of Lease Agreements with Forest County:** This one-year lease is for the same amount the ADRC-NW paid in 2018 with one change. There will be an additional charge for the Elder Benefit Specialist's office space of \$300/month. Tuckwell moved to approve the lease agreement with Forest County; Gresser seconded. All Ayes. Motion Carried.

**Approval of Intergovernmental Cooperation Agreement for Administrative Assistant Services:** This agreement covers having a qualified person in Taylor County perform administrative assistant services for the ADRC-NW on a part-time basis. The agreement will cover wages and benefits. An increase in wages and benefits caused the cost of this service to increase from \$17,500 to \$17,898 over the previous year. Kressin moved to approve the Intergovernmental Cooperation Agreement with Taylor County as presented; Weyers seconded. All Ayes. Motion Carried.

**Approval of WIPFLI Contract:** This is the same agreement that has been in effect for the past year. No increase in charges which will remain \$625 for payroll services and \$1,475 for financial reporting. Kressin moved to accept the WIPFLI contract as presented; Tallier seconded. All Ayes. Motion Carried.

**Survey Results:** Poe distributed the 2018 2018 Customer Satisfaction Report. It shows that the ADRC-NW was higher than the state-wide average in almost every area. When looking at the internal comparisons, Forest and Taylor Counties rated higher than Oneida and Vilas Counties.

**Regional Updates:** 1) Poe shared the waitlist figures for Family Care. Oneida has 93 on the waitlist and 48 pending; Vilas has 70 on the waitlist and 10 pending; Taylor has 34 on the waitlist and 11 pending; and Forest has 39 on the waitlist and 2 pending. 2) Charlotte Price, a long-term member of the Board of Directors, recently passed away. A sympathy card for her family was signed by Board Members. 3) Don

Meeder's father also recently passed away. Don is the Disability Benefit Specialist in Forest and Vilas Counties. A card for his family was also signed by Board Members. 4) Forest County passed the resolution to remain in the ADRC-NW.

**Letters & Communications:** We can purchase a bench honoring Dave Krug, a long-time member of the Board of Directors, if the ADRC-NW name is on the bench. Poe reported that two customers reported they were not pleased with the service they received at the Waukesha ADRC, but they were very impressed with the services they later received from the ADRC-NW. Board Member Ackley will be doing an article on the ADRC-NW facility in Crandon.

**Future Board Meeting Dates & Locations:** The January 2019 meetings of the ADRC-NW will be held on January 4, 2019 and will be held in Crandon. The February and March meetings will be held in Medford on the 3<sup>rd</sup> Friday of the month.

**Future Agenda Items:** This is the last meeting of this Board of Directors. The newly constituted Board of Directors will take up items on an as-needed basis.

**Adjournment:** With no further business, Bix moved to adjourn; Tuckwell seconded. All Ayes. The meeting was adjourned at 12:34 P.M.

**Handouts:** Minutes of November 2, 2018 Board of Directors meeting; 2019 ADRC of the Northwoods Budget Worksheet; ADRC-NW State application for 2019; Revised Bylaws of the ADRC of the Northwoods; Bring Your Own Device (BYOD) Policy; Lease Agreement with Forest County; Intergovernmental Cooperation Agreement for Administrative Assistant Services with Taylor County; WIPFLI Agreement for Professional Services; October 2018 Cash Disbursements; October 2018 Time Report; 2017-2018 ADRC Federal & State GPR Revenue Comparison; October 2018 Statements of Revenues & Expenses; October 31, 2018 Statement of New Position.