

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
Friday March 29, 2019 – 2:00 P.M.
Medford Public Library, 400 North Main Street, Medford, WI 54451**

Members Present: Ackley, Bix, Dubiak, Lemke, Tallier

Member(s) Absent: Myers (excused); Weyers (excused) (NOTE: There is one vacancy on the Board of Directors.)

Call Meeting to Order: Chair Ackley called the meeting to order at 2:02 P.M. Also present were Nathanael Brown, Director, Taylor County Commission on Aging; Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods.

Public Comment & Introductions: Brown introduced himself to the Board.

Approval of Agenda: Dubiak moved to approve the agenda with fifteen items, Tallier seconded. All Ayes. Motion Carried.

Approval of February 15, 2019 Executive/Personnel Committee Minutes, February 15, 2019 Finance Committee Minutes; February 15, 2019 Board of Directors Minutes: Lemke moved to approve the minutes of the February 15, 2019 Executive/Personnel Committee, Finance Committee, and Board of Directors meetings. Dubiak seconded. All Ayes. Motion Carried.

Statement of Revenues/Expenses – January & February 2019: Bix moved to approve the Statements of Net Position and Revenues/Expenses for January & February 2019; Dubiak seconded. All Ayes. Motion Carried.

Cash Disbursements – January & February 2019: Dubiak to approve January Cash Disbursements in the amount of \$35,414.56 and February Cash Disbursements in the amount of \$54,969.00. Tallier seconded. All Ayes. Motion Carried.

Budget Amendments – January & February 2019: There were no Budget Amendments. Time Reporting capture rate in January was 37.03% and in February was 38.63%. Numbers were down slightly because a new employee was not correctly reporting; this will be rectified in March's statements.

One-time Funding & Carryover Requests: The Wisconsin Department of Health Services has instituted a one-time only funding request procedure. Poe has to put together a narrative of our request and submit by April 22, 2019. The money can only be used for sustainability or integration. For the ADRC-NW, the request will be for sustainability only. It will include: soundproofing rooms in Crandon; payment of Unemployment Compensation for an employee who went to part-time status; final charges from RMM in January; some additional equipment needed for phone services that was not anticipated; ADRC Conference for new Board Members; a limited-term employee in Crandon to assist with enrollment in Family Care; an increase in the Disability Benefit Position in Medford from three days per week to four; increasing accessibility for the Medford office and revamping the entryway there. Bix moved to have Poe submit a request for the one-time funding covering the above issues at her discretion; Tallier seconded. All Ayes. Motion Carried.

Memorandum of Understanding Between Aging & Disability Resource Center of the Northwoods and the Forest County Commission on Aging: This is the same MOU as in the past with the dates updated. The Forest County Commission on Aging has approved the MOU at their last meeting. Bix moved to approve; Dubiak seconded. All Ayes. Motion Carried.

Regional Updates: 1) The waitlist for Family Care in Forest County is 22 with five screens pending, and in Taylor County it is 37 with ten screens pending; 2) Work is proceeding on establishing a change project for 2019. An intern in Crandon is being utilized to begin the process. 3) Three staff will attend the ASA conference. 4) May 14 is Aging Advocacy Day in Madison. Ackley will attend. 5) Taylor County just had their youth-in-transition conference. 6) Calendars have been ordered at discount.

Letters & Communications: There were none.

Future Agenda Items: As needed.

Adjournment: With no further business, Bix moved to adjourn; Tallier seconded. All Ayes. The meeting was adjourned at 2:38 P.M. The next meeting of the ADRC-NW Board of Directors will be April 26, 2019 at 2:00 P.M. It will be in Medford.

Handouts: Minutes of the February 15, 2019 Executive/Personnel Committee, Finance Committee, and Board of Directors meetings; January & February 2019 Statements of Net Position and Statements of Revenues & Expenses; list of January & February 2019 Cash Disbursements; 2018-2019 ADRC Federal & State GPR Revenue comparison; January & February 2019 Time Reports; Letter of March 20, 2019 from the Wisconsin Department of Health Services regarding One-time Funding and Carryover Requests; Memorandum of Understanding Aging & Disability Resource Center of the Northwoods and Forest County Commission on Aging; AARP Issues in the Budget (for information only).