

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

**Friday, February 15, 2019 – 1:00 P.M.**

**Medford Public Library, 400 North Main Street, Medford, WI 54451**

**Members Present:** Ackley, Bix, Dubiak, Lemke, Myers, Tallier, Weyers

**Member(s) Absent:** None

**Call Meeting to Order:** Chair Ackley called the meeting to order at 1:00 P.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW). Michael Bub, Member of the Taylor County Board of Supervisors, was also present for a portion of the meeting.

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

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

**Approval of the Minutes of December 13, 2018 Board of Directors Meeting:** Weyers moved to approve the minutes of the December 13, 2018 Board of Directors meeting; Tallier seconded. All Ayes. Motion Carried.

**Approval of December 13, 2018 Subcommittee Minutes:** Dubiak moved to approve the minutes of the December 13, 2018 ADRC-NW Subcommittee on Reorganization meeting; Lemke seconded. All Ayes. Motion Carried.

**Adjustments to 2018 WIPFLI Contract:** The ADRC-NW Fiscal Agent, WIPFLI, has introduced a new process to do payroll that will save the ADRC-NW \$2,280/year. Also WIPFLI submitted an adjustment to the 2018 contract as follows: "Conference calls and analysis of EBS position and reporting with Jaclynn Murphy of WIPFLI, Forest County. and David Albino, DHS...Services of Jaclynn Murphy to research fringe benefit inquiries....Reconciliation of final accounting with Oneida County to close their fiscal reports for the ADRC of the Northwoods" - \$2500. Tallier moved to approve the adjustments to the 2018 and 2019 WIPFLI contracts; Lemke seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – November - December 2018:** After a review of the financial statements, Tallier moved to approve the financials for November 2018 and December 2018 and place them on file subject to audit; Dubiak seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – January 2019:** The January 2019 financial statements were not available at this time. No Action Taken.

**Cash Disbursements – November – December 2018:** After review, Lemke moved to approve November 2018 cash disbursements in the amount of \$124,497.00 and December 2018 cash disbursements in the amount of \$195,517.00. Weyers seconded. All Ayes. Motion Carried.

**Cash Disbursements – January 2019:** The cash disbursements for January 2019 were not available at this time. No Action Taken.

**Budget Amendments – November - December 2018:** Dubiak moved to approve budget amendments in the amount of \$127,703.18. Weyers seconded. All Ayes. Motion Carried.

**Carryover Funds 2018:** Bix moved to direct the Regional Manager to divide the carryover funds by six because the ADRC-NW had six entities in 2018. Each share would be \$25,636. Each 2019 ADRC would then receive an amount equal to the number of entities it has as of January 1, 2019. **The Oneida ADRC would receive one share, the Vilas County ADRC one share and Lac du Flambeau one share.** The ADRC-NW would receive three shares – one for Forest County, one for Taylor County, and one for the Potawatomi. Weyers seconded the motion. All Ayes. Motion Carried.

**Credit Card Policy:** Several of the ADRC-NW's vendors will only accept credit card payments. Dubiak moved to increase the maximum purchasing amount to \$6,000 and to make several small procedural changes to the Credit Card Policy; Lemke seconded. All Ayes. Motion Carried.

**Regional Updates:** 1) The ADRC-NW received a request from Dianne Jacobson, Director, Oneida County Department on Aging, to be reimbursed for mileage to reallocation meetings in 2018. Since she was not an employee of the ADRC-NW or authorized by the Board of Directors to attend these meetings on behalf of the ADRC-NW, it was felt she was not entitled to any reimbursement. 2) A bench honoring David Krug, long-time member of the ADRC-NW Board of Directors, will be installed in Taylor County in the spring. 3) The waitlist for Forest County is 29 with two screens. Taylor County now has six attrition slots, 35 on the waitlist, and 8 screens. 4) Poe will be attending the Master Trainer Training for Dementia Care Specialists. 5) Mike Bub of the Taylor County Board of Supervisors suggested that the ADRC-NW develop a one-page synopsis of what it does because many in the general public do not know of the services offered. He felt this synopsis could be handed out in churches and other public forums.

**Letters & Communications:** Chair Ackley will attend the Aging Advocacy Day in Madison on May 14<sup>th</sup>. He will then write an article for the Forest County Republican.

**Future Board Meeting Dates and Locations:** Starting in March, the Executive/Personnel Committee and the Finance Committee meetings will be rolled into the full Board of Directors meetings. The March meeting will be in Medford on March 29. It was determined that if the Board meetings were held on the last Friday of the month, the financials from the previous month would be available.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Bix moved to adjourn; Tallier seconded. All Ayes. Motion Carried. The meeting was adjourned at 1:28 P.M.

**Handouts:** Minutes of the December 13, 2018 Board of Directors meeting; draft Credit Card Policy; Adjustments to WIPFLI contracts; ADRC-NW financial statements for November 2018 & December 2018 (preliminary); Cash Disbursements for November 2018 & December 2018 (preliminary); 2017-2018 ADRC Federal & State GPR Revenue Comparison; Time Reports for November & December 2018; Budget Amendments for 2018 Expenditures (preliminary); Greater Wisconsin Agency for Aging Resources (G.W.A.A.R) Advocacy Brief for January 2019.