

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

Friday, May 31, 2019 -11:00 AM.

Frances L. Simek Memorial Library, 400 North Main Street, Medford, WI 54451

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

Member(s) Absent: Tallier (excused)

Call Meeting to Order: Chair Ackley called the meeting to order at 11:02 A.M. Also present were Nathanael Brown, Director, Taylor County Commission on Aging; Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: Introductions were made.

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

Approval of March 29, 2019 Board of Directors Minutes: Weyers moved to approve the March 29, 2019 Board of Directors meeting minutes; Dubiak seconded. All Ayes. Motion Carried.

Statement of Revenues/Expenses – March & April 2019: After review of the financial reports including the Statement of Revenues and Expenses for March and April 2019, Dubiak moved to approve them and place them on file subject to audit. Weyers seconded. All Ayes. Motion Carried. All expense items for both March and April were under budget.

Cash Disbursements – March & April 2019: Dubiak moved to approved and place on file, subject to audit, \$71,843.00 in cash disbursements for March 2019 and \$52,426 in April 2019. Lemke seconded. All Ayes. Motion Carried.

Time Reporting: The time reporting capture rate for March 2019 was 40.03%, and for April 2019 it was 43.29%. The year-to-date capture rate is 39.75% which is above the 39% needed to fully fund the 2019 budget.

Budget Amendments – March & April 2019: There were no budget amendments at this time.

Update of One-time Funding & Carryover Requests: No final information on State action on our carryover funding request is available at this time.

Update of Taylor County Ad Hoc Committee: There have been a couple meetings on integration in Taylor County. Their Committee reviewed surveys on the feasibility of integrating but took no action. (See Attached "Survey Responses".)

Update on Forest County Ad Hoc Committee: The first meeting of the Forest County Ad Hoc Committee on Integration will be the week of June 3rd. There is a certain amount of resistance to the idea in the county.

Approval of Memorandum of Understanding Between Forest County Department of Social Services & the Aging & Disability Resource Center of the Northwoods: The Social Services Department in Forest County is responsible for elder abuse investigations in the county. This Memorandum of Understanding (MOU) formalizes this procedure. It was previously approved by the ADRC-NW attorney. Bix moved to approve the MOU as presented; Lemke seconded. All Ayes. Motion Carried.

Fiscal Policy Revision – Debarment or Suspension: The auditors recently finished gathering information needed for the audit of 2018 ADRC-NW operations. They stated that the ADRC-NW needed to have a revision to the Fiscal Policy. The following statement must be added to the policy:

Verification of Eligible Vendors

In order to ensure that the Aging & Disability Resource Center of the Northwoods does not contract with companies that are on the Federal suspended or debarred list or the Wisconsin ineligible vendor list, the Regional Manager will go to www.sam.gov to verify suitability.

After review and discussion, Weyers moved to approve the Fiscal Policy addition; Bix seconded. All Ayes. Motion Carried.

Board Member Term Limits: In the past, Board Members had term limits staggered so that not all terms of the Board Members would end up at the same time. Normally that procedure would be followed with the new ADRC-NW. However, since it is very likely the ADRC-NW will be disbanded by the end of 2121 or 2122, Dubiak moved to set no term limits at this time; Weyers seconded. All Ayes. Motion Carried.

Regional Updates: 1) Wait list for Forest County is 18 with 6 screens. Taylor County has 7 attrition slots, 45 on the waitlist, and 7 screens. 2) The Disability Benefit Specialist in Medford has a caseload that will require her to increase her hours through the end of the year. 3) The auditors were here May 14-15. 4) The earliest date for integration of the ADRC and Aging units in the two counties will be January 2021. 4) Ann Olson resigned as head of the Office Resource Center Development (ORCD).

Letters & Communications: Chair Ackley attended the 2019 Aging Advocacy Day in Madison and was very impressed with the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) organization. He received a letter from State Representative Jeff Mursau thanking him for attending and supporting the proposals from G.W.A.A.R. Ackley wrote an article for the Forest County Republican on his activities. Governor Tony Evers recently sent a letter thanking government employees for helping the people of Wisconsin.

Future Agenda Items: Approval of Limited-Term Employee in Forest County and extra hours for the Disability Benefit Specialist in Taylor County; possible raises for employees; revisions to the flex time section (4.4) of the employee Handbook; Employee Trust Fund Resolution; other items as needed.

Adjournment: With no further business, Bix moved to adjourn; Weyers seconded. All Ayes. The meeting was adjourned at 11:40 A.M.

Handouts: Minutes of the March 29, 2019 Board of Directors meeting; Financial Statements for March 2019 and April 2019; Cash Disbursements for March 2019 and April 2019; 2018-2019 ADRC Federal & State GPR Revenue comparison; March 2019 and April 2019 Time Reports; Memorandum of Understanding between Forest County Social Services and Aging & Disability Resource Center of the

Northwoods; Aging & Disability Resource Center of the Northwoods; draft revision of Fiscal Policy; Letter from Jeff Mursau and handouts from the G.W.A.A.R. Aging Advocacy Day.