

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

**Friday, June 28, 2019 – 12:00 P.M.**

**300A South Lake Street, Crandon, WI 54520**

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

**Member(s) Absent:** None (NOTE: There is one open position on the ADRC-NW Board.)

**Call Meeting to Order:** Chair Ackley called the meeting to order at 12:00 Noon. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** None

**Approval of the Agenda:** Agenda Item #10 should read “Handbook” rather than “Fiscal Policy”. Weyers moved to approve the agenda with this change and seventeen items; Dubiak seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the May 31, 2019 Board of Directors Meeting:** Lemke moved to approve the minutes of the May 31, 2019 Board of Directors meeting. Dubiak seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – May 2019:** Through the month of May, revenues are above projections; expenses are below projections. We have an overage of approximately \$150,000 in our net position. Poe suggested that next month we proceed to give \$119,000 back to Forest County and \$30,000 to Taylor County, paying back a portion of their initial investment in the ADRC-NW and leaving each County with an identical current investment of \$60,000. No Action Taken.

**Cash Disbursements – May 2019:** After review, Bix moved to approve \$56,721 in cash disbursements for the month of May 2019 and place all financial reports on file subject to audit. Weyers seconded. All Ayes. Motion Carried. The Time Reporting capture rate for May 2019 was 41.48% and year-to-date it was 40.09%. This is over the 39% needed to fully fund the 2019 budget.

**Budget Amendments – May 2019:** There were no budget amendments (line item transfers) for May 2019.

**Update on Taylor County Ad Hoc Committee:** Poe attended the May meeting of the Taylor County Ad Hoc Committee. Taylor County plans to present the ADRC-NW with a letter withdrawing from the ADRC-NW by September 1, 2019, effective January 1, 2021.

**Update on Forest County Ad Hoc Committee:** At its last Ad Hoc Committee, Forest County decided to delay having any further meetings until September 2019.

**Handbook – Comp Time:** After review Weyers moved to change “Section 4.4 Flex Time” in the Employee Handbook to “Section 4.4 Comp Time”. The new paragraph will read “Compensatory (Comp) time is available for time worked in excess of forty hours per week. Planned occurrences are to be approved by the Regional Manager prior to the work being done. Unplanned occurrences are to be approved by the Regional Manager as soon as practical following the additional time worked. Comp time is earned at time-and-one-half for all overtime worked (i.e., in excess of forty hours per week.)

Compensatory time cannot be earned when the employee is on any type of leave (paid or unpaid).”  
Dubiak seconded this motion. All Ayes. Motion Carried.

**Employee Trust Fund Resolution:** The Employee Trust Fund has asked that the ADRC-NW Board pass a resolution stating that we wish to continue to participate in the same program in which we are currently enrolled. Bix moved to approve the Employee Trust Fund resolution; Lemke seconded. All Ayes.  
Motion Carried.

**Performance Review Step Increases:** Poe announced that three employees are due for step increases in their hourly wages; this includes Poe. The total cost of these increases is a little over \$5,000 annually. Dubiak moved to proceed with the step increases for the three employees; Weyers seconded. All Ayes.  
Motion Carried.

**Update on One-time Funding & Carryover Requests – LTE I&A Specialist & Additional Hours for DBS:**  
The ADRC-NW received \$61,340 in one-time carryover funding from the State of Wisconsin Department of Health Services: \$2,500 for staff training; \$21,250 for additional Disability Benefit Specialist (DBS) hours in Taylor County; \$21,250 for a Limited Term Employee (LTE) ADRC Specialist for the Forest County office; \$2,500 for computer/phone system improvements; \$2,500 for IT overlap; \$11,340 for soundproofing, marketing, and outreach. The \$10,000 for unemployment compensation for an employee who went to part-time status was not approved. Myers moved to hire the part-time LTE for the Crandon office and authorize the additional hours for the DBS in Taylor County. Weyers seconded. All Ayes. Motion Carried.

**Regional Updates:** 1) Some of the carryover funding will be used for the purchase of headsets that are compatible with the new phone system and a standing desk for the Forest County DBS; 2) Forest County has 15 on the waitlist and 5 screens; Taylor County has 37 on the wait list and 4 screens. All have to be transferred to Family Care by July 1, 2019. 3) Dave Krug, former member of the ADRC-NW Board, was honored in Taylor County for all his service to the community. 4) The mileage reimbursement rate has increased from \$0.545/mile to \$0.58/mile.

**Letters & Communications:** Performance evaluation forms were distributed to Board Members. They are to be completed by each Board Member and returned to the Board Secretary for discussion at the July Board of Directors meeting.

**Future Agenda Items:** Partial return of investment to Forest and Taylor Counties; Regional Manager Performance Review.

**Adjournment:** The next meeting of the ADRC-NW Board of Directors will be Friday, July 26, 2019 at 12:00 Noon. With no further business, Bix moved to adjourn; Weyers seconded. All Ayes. The meeting was adjourned as 12:32 P.M.

**Handouts:** Minutes of the May 31, 2019 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; May 31, 2019 Statement of Net Position; May 2019 Statement of Revenues & Expenses; May 2019 Cash Disbursements; 2018-2019 ADRC Federal & State GPR Revenue comparison; May 2019 Time Report; draft ADRC-NW Handbook change from 4.4 Flex Time to 4.4 Comp Time; draft Employee Trust Fund resolution; May 25, 2019 letter verifying one-time carryover funds allocation.