

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS  
Friday, July 26, 2019 – 12:00 Noon  
300A South Lake Street, Crandon, WI 54520**

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

**Members Absent:** None

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

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

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

**Approval of Board of Directors Minutes of June 28, 2019:** Weyers moved to approve the minutes of the June 28, 2019 Board of Directors meeting; Lemke seconded. All Ayes. Motion Carried.

**State of Revenues & Expenses – June 2019:** After review of the June 30, 2019 Statement of Net Position and June 30, 2019 Statements of Revenues and Expenses, Lemke moved to approve and place on file subject to audit. Weyers seconded. All Ayes. Motion Carried. The Time Report capture rate for June 2019 was 43.70%, and year-to-date it was 40.69%. This is more than enough to cover the 2019 ADRC-NW budget based on a 39% capture rate.

**Cash Disbursements – June 2019:** After review, Lemke moved to approve the \$47,256 in cash disbursements for the month of June 2019. Weyers seconded. All Ayes. Motion Carried.

**Budget Amendments – June 2019:** After review, Lemke moved to approve the following Budget Amendments: Increase in Revenues from State and Federal sources (carryover funding): \$85,263. Disbursement: Wages \$59,075; Equipment for Computer/Phone System \$3,475; IT Overlap Cost \$3,475; Staff Training \$3,475; Soundproofing \$15,763. Weyers seconded. All Ayes. Motion Carried.

**Discussion on Necessary Cash Flow & Partial Return of Loan Payment to Forest & Taylor Counties:** When the ADRC-NW was reconstituted as of January 1, 2019, we asked Forest County to make \$179,000 available to us for operating expenses. We asked Taylor County to make \$90,000 available. It has now been determined that the ADRC-NW can return monies to both counties. Dubiak moved to return \$104,000 to Forest County and \$15,000 to Taylor County. Weyers seconded. All Ayes. Motion Carried. After the transfer both counties will have the same investment in the ADRC-NW - \$75,000.

**Amended CARS Report for Audit 2018:** During audit, needed correction for 8/18. During transition – two amounts incorrectly reported. Redo CARS report. Net result is \$0 money to state in 2018 back to us in 2019.

**DBS Job Position Vacancy:** Don Meeder is retiring as the ADRC-NW's Disability Benefit Specialist. He will finish his employment with the ADRC-NW as of August 8, 2019. This is a part-time position. The

ADRC-NW will also need more hours for an ADRC Specialist. Poe suggested that the ADRC-NW contact the State Department of Health Services (DHS) to see if the two positions can be combined to become a full-time position. If given permission, the current intern would be a fit for the position. Dubiak moved to make the position a full-time one and offer the position to the Intern. Weyers seconded. All Ayes. Motion Carried.

**Closed Session: The ADRC-NW Board of Directors may convene in Closed Session pursuant to Wis. Stat. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation data of a public employee over which the body has jurisdiction or responsibility. Specifically to review the performance of the Regional Manager.** Dubiak moved to go into Closed Session. Lemke seconded. ROLL CALL: Ackley – Yes; Bix – Yes; Dubiak – Yes; Lemke – Yes; Myers – Yes; Tallier – Yes; Weyers – Yes. AYE: 7; Nay: 0. **The meeting went into Closed Session at 12:16 P.M.**

**Open Session: The Board will move into Open session and may take formal action on any matter(s) discussed in Closed Session.** Dubiak moved to return to Open Session; Lemke seconded. All Ayes. **The Board went back in Open Session at 12:28 P.M.**

**Update on Taylor County Ad Hoc Committee:** The Taylor County Ad Hoc Committee met this past week. They will be submitting a resolution to leave the ADRC-NW as of December 31, 2020. This resolution will be presented to the Taylor County Board for consideration on August 28, 2019. The DHS has not provided any monetary amounts for planning purposes.

**Update on Forest County Ad Hoc Committee:** Forest County is waiting to see what Taylor County will do regarding the ADRC-NW. The Ad Hoc Committee is not planning to meet until September 2019.

**Regional Updates:** 1) The waitlist for Family Care in Forest County is two with two needing functional screens. The Taylor County waitlist is 35 with five awaiting functional screens. 2) The Board reviewed a marketing piece for insertion in church bulletins. This is part of this year's Change Project which will concentrate on increasing the number of ADRC-NW customers. 3) The DBS in Taylor County is now working 32 hours week, and this will increase to 40 hours per week in the fall. 4) The new Limited-Term Employee in Forest County is doing well and is now certified to perform functional screens.

**Letters & Communications:** There were none.

**Future Agenda Items:** As needed.

**Adjournment:** With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 12:54 P.M.

**Handouts:** Minutes of the ADRC-NW Board of Directors meeting of June 28, 2019; June 30, 2019 Statement of Net Position; June 30, 2019 Statements of Revenues & Expenses; 2018-2019 ADRC Federal & State GPR Revenue; June 2019 ADRC-NW Time Report; June 2019 Cash Disbursements; July 1, 2019 Budget Amendments for 2018 Carryover Funds; copy of Resignation Letter from Donald D. Meeder; Wisconsin Aging Network newsletter for July 2019; copy of marketing piece.