

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

**Friday, September 27, 2019 – 1:00 P.M.  
300A South Avenue, Crandon, WI 54520**

**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 were Amber Danielski, CPA, CMA from CliftonLarsonAllen LLP, a member of Nexia International, and Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** Danielski was introduced to the Board.

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

**Approval of July 28, 2019 Board of Directors Meeting Minutes:** Dubiak moved to approve the July 28, 2019 Board of Director's meeting minutes as presented; Lemke seconded. All Ayes. Motion Carried.

**Audit 2018:** The ADRC-NW received a clean opinion from CliftonLarsonAllen (formerly Schenk). Their audit stated, "In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the ADRC as of December 31, 2018, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the united State.

**Statement of Revenues/Expenses – July & August 2019:** The Board reviewed the Statements of Net Position for both July 2019 and August 2019 (preliminary). The Board also reviewed the Statements of Revenues & Expenses for July 2019 and August 2019 (preliminary). Lemke moved at accept the reports and place them on file subject to audit; Dubiak seconded. All Ayes. Motion Carried. The Time Report capture rate for July 2019 was 38.71% and year-to-date through July was 40.65%. The Time Report capture rate for August 2019 was 40.02% and year-to-date through August was 40.45%

**Cash Disbursements – July & August 2019:** After review, Bix moved to approved the July 2019 cash disbursements in the amount of \$53,320 and the August 2019 preliminary expenses in the amount of \$71,661. Dubiak seconded. All Ayes. Motion Carried.

**Budget Amendments – July & August 2019:** There were no budget amendments for either July 2019 or August 2019.

**2020 Budget:** After review, Myers moved to approve the 2020 budget as presented with a 1% raise for all employees. The budget total of \$678,734 is based on a Federal reimbursement rate of 39%. Dubiak seconded. All Ayes. Motion Carried. There may be additional savings based on which health insurance plan the employees choose.

**Update on Taylor County Ad hoc Committee:** The Taylor County Board of Supervisors did not vote on a resolution to leave the ADRC-NW as of December 31, 2020 because the State has not developed funding

plans for the various ADRCs in the State. Poe pointed out that the geographic separation of the two counties does not cause any problems. The Taylor County ADRC & Aging Ad Hoc Committee will meet again on October 1.

**Amendment to Bylaws Section VIII. Withdrawal of Members:** The Taylor County ADRC & Aging Ad Hoc Committee had requested that the ADRC-NW bylaws be changed to reduce the 16-month written notice to withdraw. After discussion, the Board felt that since there were now only two counties involved, an amicable resolution to the benefit of both could be worked out with a date chosen by both counties. The change would have to be at the end of a fiscal year (December 31) because that is when any change in funding from the State would occur. No Action Taken

**Update on Forest County Ad Hoc Committee:** Forest County cancelled the last meeting of their Ad Hoc Committee and has not rescheduled.

**Regional Updates:** 1) Work is proceeding on soundproofing the Forest County offices. 2) Forest County currently has a waitlist of 11 with 5 functional screens pending; Taylor County has 37 on the waitlist with 7 pending screens. 3) Holly Seils in Forest County has received state approval for a shared position – 50% I & A Specialist and 50% Disability Benefit Specialist (DBS). Poe has been helping out with the DBS duties for the time being. 4) Kathy O'Melia, the Forest County Elder Benefit Specialist, has been authorized for 40 hours per week through the end of Medicare Open Enrollment. 5) Nikki Sherman, the DBS in Taylor County, is also working 40 hours per week. 6) The ADRC-NW is still receiving many calls for Oneida and Vilas Counties which need to be rerouted to those counties. This is time-consuming.

**Letters & Communications:** Ann Olson, director of the Office on Resource Center Development has resigned, and her replacement is starting September 30.

**Future Agenda Items:** As needed.

**Next Meeting Date & Time:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Friday, October 25, 2019, in Medford.

**Adjournment:** With no further business, Dubiak moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 1:50 P.M.

**Handouts:** Minutes of the July 26, 2019 ADRC-NW Board of Directors meeting; CliftonLarsonAllen Annual Financial Report (2018); CliftonLarsonAllen Management Communications (December 31, 2018); July 2019 Statement of Net Position; July 2019 Statements of Revenues & Expenses; July 2019 Cash Disbursements; July 2019 Time Report; Preliminary August 2019 Statement of Net Position; Preliminary August 2019 Statements of Revenues & Expenses; Preliminary August 2019 Cash Disbursements; Preliminary August 2019 Time Report; 2019 ADRC of the Northwoods Budget Worksheet with no employee raise; 2019 ADRC of the Northwoods Budget Worksheet with a 1% employee raise across the board; Worksheet showing 0%, 1%, and 2% employee raises; partial copy of the ADRC-NW Bylaws covering the section "Withdrawal of Members"; the August 8, 2019 "Advocacy Alert – Older American Act" of the Wisconsin Aging & Advocacy Network; copy of The Star News of August 15, 2019 covering the article "Resolution on Pause".