

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

**Friday, February 7, 2020 – 12:00 P.M.**

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

**Member(s) Present:** Bix, Dubiak, Helmert, Lemke, Tallier, Weyers

**Members(s) Absent:** Ackley, Myers

**Call Meeting to Order:** Vice-Chair Dubiak called the meeting to order at 11:00 A.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** New Board Member Gail Helmert was introduced to Board Members.

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

**Approval of November 15, 2019 Board of Directors Minutes:** Lemke moved to approve the minutes of the November 15, 2019 Board of Directors meeting. Weyers seconded. All Ayes. Motion Carried.

**Statement of Revenues/Expenses – November & December 2019:** Revenues and Expenses for November and December were well within the budget allotted for 2019. As of November 30, 2019, revenues exceeded expenses by \$58,852.58; as of December 31, 2019, the excess was \$31,884.

**Cash Disbursements – November & December 2019:** Disbursements for the month of November were \$64,565 and for December \$94,354. After review, Weyers moved to approve the disbursements for November and December 2019 and accept the financial reports and place them on file subject to audit. Lemke seconded. All Ayes. Motion Carried. The time reporting capture rate for November 2019 was 41.26% and for December was 39.48%. The year-to-date capture rate was 39.63%.

**Budget Amendments:** The Budget Amendment included the following: TO: Salaries \$1,203.33; WRS Employer Contribution \$1,306; Computer Equipment \$3,845; Contracted Services \$3,500; Health Insurance Incentive \$500; Meals, Lodging, & Miscellaneous Travel \$11,000; Office Supplies \$8,500; Postage \$50; Professional Dues \$450; Workers Comp \$1,500; Taylor County \$1,341. FROM: Wages \$21,151.64; Board of Directors \$841; FICA Tax \$3056.80; Outreach/Marketing \$670.89; Training \$7,475. Bix moved to approve the budget amendments as presented; Weyers seconded. All Ayes. Motion Carried.

**Authorization to Allocate Elder Benefit Specialist Funding to the Aging & Disability Resource Center:** The ADRC-NW can recoup Medicaid dollars for the Elder Benefit Specialist in Forest County. This authorization is designed to partially fund the position with federal Medicaid dollars. Lemke moved to approve the authorization; Bix seconded. All Ayes. Motion Carried.

**Auditor Engagement Letter:** The auditor, CliftonLarsonAllen LLC interviewed one employee and one Board Member to determine what opportunities for financial malfeasance exist within the ADRC-NW. No issues were determined. Weyers moved to approve the engagement letter covering the year ending December 31, 20; Tallier seconded. All Ayes. Motion Carried.

**Update on ADRC Reinvestment Project:** A group of involved parties and the Department of Health Services are working to determine the core services they want all ADRCs in the state to provide. The Office of Aging & Resource Development will then develop a formula to determine how funds should be allocated to provide those services. The initial goal was to have this formula determined and approved by 2021, but it is highly unlikely that this goal will be met.

**Update on Taylor County Ad hoc Committee:** The Taylor County Ad hoc Committee last met in December and put any possible action on hold until the State determines how much funding will be allocated.

**The Board 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 this body has jurisdiction or responsibility. Specifically to evaluate vacation benefits of an employee:** The Board did not go into Closed Session.

**The Board will return to Open Session and may take formal action on any matter(s) discussed in Closed Session:** Years of government service is the criterion used to determine length of vacation time. One employee was not given credit for her service with the Potawatomi, so she has requested four weeks of vacation instead of the two that were originally allowed. Weyers moved to grant an additional two weeks' vacation time to the employee; Helmert seconded. All Ayes. Motion Carried.

**Mileage Reimbursement for BOD:** The recent January meeting was cancelled, but one Board Member had already gone to the location of the meeting. Lemke moved to grant a mileage reimbursement to that Board Member; Bix seconded. All Ayes. Motion Carried.

**Four-day Work Week:** Tallier moved to table this item; Weyers seconded. All Ayes. The item was tabled.

**Regional Updates:** 1) By July 1, 2020, the ADRC-NW will be required to be fully engaged in Family Care. This is an entitlement for clients, and no wait lists will be allowed after that point. Currently Forest County has five on their wait list, and Taylor County has 29. We may need some additional part-time assistance to achieve this goal. 2) The Disability Benefit Specialist in Taylor County was originally hired for 28 hours per week, but her work schedule requires additional hours. So her hours will be increased to 32 hours (four days) per week if the budget allows. 3) All I & A Specialists will be required to go through options counseling training and then be tested on the material. In addition, annual testing on this material will be required. 4) Auditors will complete collection of data required for the audit by May 26.

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

**2020 Board Meeting Dates:** March 27 in Crandon; May 29 in Medford; July 31 in Crandon; September 25 in Medford; November 20 in Crandon; December 18 in Medford.

**Future Agenda Items:** The four-day workweek, other items as needed.

**Adjournment:** With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 1:04 P.M.

**Handouts:** Minutes of the November 15, 2019 Board of Directors meeting; Statement of Revenues & Expenses – November 30, 2019; Statement of Revenues & Expenses – December 31, 2019; Statement of Net Position – November 30, 2019; Statement of Net Position – December 31, 2019; Cash Disbursements – November 2019; Cash Disbursements – December 2019; Time Report – November 30, 2019; Time Report – December 31, 2019; 2018-2019 Federal & State GPR Revenue Comparison – November 2019; 2018-2019 Federal & State GPR Revenue Comparison – December 31, 2019; Budget Amendment for 2019 Final Expenses; Authorization to Allocate Elder Benefit Specialist Funding to the Aging & Disability Resource Center; letter of engagement with CliftonLarsonAllen LLP for auditing services for the year ended December 31, 2019.[A1][A2]