

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

Friday, June 26, 2020 – 12:00 Noon

Zoom Meeting – Originating at 300A South Lake Avenue, Crandon, WI 54520

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

Members Absent: Gretzinger (excused)

Call Meeting to Order: Chair Ackley called the meeting to order at 12:03 P.M. Also present was Terese Poe, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

Public Comment & Introductions: None

Approval of the Agenda: Bix moved to approve the agenda with fourteen items; Helmert seconded. All Ayes. Motion Carried.

Approval of May 29, 2020 Board of Directors Meeting Minutes: Dubiak moved to approve the minutes of the May 29, 2020 Board of Directors meeting; Lemke seconded. All ayes. Motion Carried.

Statement of Revenues/Expenses – May 2020: The Board reviewed the May 2020 Statement of Net Position and the May 2020 Revenues & Expenses Report. Revenues for May were \$54,485, and expenses were \$50,516.

Cash Disbursements – May 2020: Cash disbursements for May 2020 amounted to \$54,485. Bix moved to accept the financials as presented and place them on file subject to audit; Weyers seconded. All Ayes. Motion Carried.

Budget Amendments: The following budget amendments were presented to the Board for review:

Adjustments to Revenues

State ADRC Funds	\$15,000	
State EBS Funds	\$28,215	
State CARES Funds	\$15,000	
State SPAP EBS Funds	\$ 3,275	
Federal Funds	\$ 7,796	
Other Funding Sources	(\$61,104)	
		\$ 8,182 Net Increase in Revenue

Adjustments to Expenses (Decrease)

Health Insurance Incentive		(\$450)
Internet	\$2,520	
Legal Services		\$ 232
Liability Insurance		\$2,575
Outreach/Marketing		\$ 500
Telephone		\$5,087
Workers Comp		(\$260)
Taylor County		(\$2,022)
		\$8,182 Net Increase in Expenses

After review, Weyers moved to approve the Budget Amendments as presented; Myers seconded. All Ayes. Motion Carried.

Time & Task – May 2020: Year-to-date time report numbers dropped to 37.55% from 39.44% the previous month. The 2020 budget requires a 39% capture rate.

COVID-19 Update: There have been 38 positive Covid-19 cases in Forest County with three deaths and one still hospitalized. Taylor County has ten positive cases but no deaths. There have been no further recommendations from the State on ADRC operations.

Freeze on Wage Increase: Because of budget constraints due to Covid-19, Poe suggested wages be frozen for the time being. Bix moved to put the regular step wage increases on hold until later in the year when the revenue and expense numbers are closer to final numbers. At that time, a determination on whether to give wage increases will be made. Dubiak seconded. All Ayes. Motion Carried.

Regional Updates: 1) Forest County has put six on Family Care in the past two months and is working on completing two more by the July 1 deadline. Taylor County is enrolling six on July 1 and is working on four more. 2) I & A Contacts: January - 523; February - 446; March - 379; April - 445; May - 301; June - 250 (through June 22). DBS Contacts: January - 12; February - 36; March - 17; April - 31; May - 43; June - 21 (through June 22). EBS Contacts: January - 42; February - 40; March - 72; April - 58; May - 26; June - 42 (through June 22).

Letter & Communications: Poe received a telephone call from the new finance director with the Forest County Potawatomi inquiring about the ADRC-NW paying rent for the office space used for ADRC activities. Poe informed him that we have not received a bill for the space this year, and we do not have a lease agreement with them. The ADRC budgeted \$2,600 to rent one office for one day per week at the Health & Wellness Center. We have not had an employee in the office since the Covid-19 shutdown. In fact, most of the tribal members are not eligible for our services because of income. The Potawatomi would like to reclaim their office space. We will relinquish the space and inform tribal members that if we can assist them in any way, they can telephone our offices and make arrangements.

The draft audit noted that there are “opportunities to strengthen our internal control and improve the efficiency of our operations”. However, no material weaknesses in our procedures were identified; no noncompliance issues with our basis financial reports were noted. There is “no substantial doubt as to our ability to continue”.

Future Agenda Items: As needed.

Adjournment: With no further business, Weyers moved to adjourn; Myers seconded. The meeting was adjourned at 12:36 P.M.

Handouts: Minutes of the May 29, 2020 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; May 2020 Statement of Net Position; May 2020 Statement of Revenues & Expenses; May 2020 Cash Disbursements; May 2020 ADRC Federal & State GPR Revenue Comparisons; May 2020 Time Report; Budget Amendment #1 (060120).