

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

**Tuesday, December 20, 2022 – 11:00 A.M.**  
**300A Lake Street, Crandon, WI 54520**

**Members Present:** Ackley, Dubiak, Gretzinger, Helmert, Lee, Lemke

**Present(s) Absent:** Bix

**Call Meeting to Order:** Chair Gretzinger called the meeting to order at 11:15 A.M. Also present was John Brensinger, Aging & Disability Resource Center of the Northwoods (ADRC-NW) Interim Regional Manager.

**Approval of the Agenda:** Ackley moved to approve the agenda with eight items; Lee seconded. All Ayes. Motion Carried.

**Approval of the November 29, 2022 Board of Directors Minutes:** Dubiak moved to approve the minutes of the November 29, 2022 meeting; Ackley seconded. All Ayes. Motion Carried.

**November 2022 Financials:** The Board reviewed the November 2022 financial reports. After review, Lemke moved to approve cash disbursements in the amount of 52,556.00. Lee seconded. All Ayes. Motion Carried. The time reporting capture rate for November 2022 was 35.23% and the year-to-date figure is 35.57%.

**Auditors:** Brensinger received three estimates for auditor services. After review, Lemke moved to accept Johnson Block as our new auditor with a three-year contract. Ackley seconded. All Ayes. Motion Carried.

**Copier for Crandon Office:** After discussion, Lemke moved to purchase a copier/printer/fax/scanner from Clermont in Antigo with a limit of \$8000.00 plus a maintenance agreement. Motion seconded by Gretzinger to be purchased. Dubiak seconded. All Aye. Motion Carried.

**Review 2022 Year-end Financials:** The 2022 year-end financials were not available for this meeting. They will be reviewed at the next meeting of the ADRC-NW Board.

**Annual Bonus:** Employees with less than one year of service receive \$500 (Jessica Campbell, John Brensinger, Molly Thornton). Employees eligible for a 2% bonus where that amount does not total at least \$500 will receive a bonus of \$500 (Jamie Ausloos, Beth Ann R.). All others will receive a bonus based on a percentage of annual salary (Holly Shampo, 2% \$976.37; Amanda Brahmer 2% \$910.17; Kristen Bauknecht 5% \$1978.22; Kari Schraufnagel 5% \$2303.44. Motion by Dubiak to change the title of the Longevity Bonus to Annual Bonus and to approve the annual bonus as outlined above, seconded by Lee. All Aye. Motion Carried.

**Wage Increase:** Starting hourly wage for the ADRC Specialist and the Disability Benefit Specialist will be set at \$23.00 with a control point of \$28.50; starting hourly wage for the Administrative Support Staff will be set at \$15.42 with a control point of \$17.63. The Interim Regional Manager's salary Control Point is \$72,800. This will shift the pay scale up for each position for each year of service.

All positions will receive raises starting January 1, 2023. Motion by Lee to approve the wage increases, seconded by Ackley. Motion Carried. NOTE: All wage and salary increases as well as the fringe benefits are included in the proposed 2023 budget.

**Budget:** The 2023 budget was set at \$788,003 which is a 1.48% increase over 2022. Ackley moved to approve the budget as proposed; seconded by Lemke. Motion carried. This budget will require a 37% Federal Reimbursement rate for the year.

**Regional Updates and Questions:** 1) Brensinger gave updates from staff members. 2) We have until January 31, 2023 to make any changes to our budget. 3) Brensinger questioned if JoAnne at the Medford office would be able to answer the phone calls for the ADRC as well as the Commission on Aging. Dubiak will look into this. We will discuss this at our January meeting. 4) Kerber Rose will handle the Payroll for the ADRC-NW starting January 1, 2023. 5) ID Badges will be ordered for staff. 6) Brensinger explained the General Purpose Revenue (GPR) numbers and answered questions why we are so under budget this year which is mostly due to new employees getting a lower wage than employees who have been with the ADRC-NW for some time. Associated Bank declined a to issue a credit card for the ADRC-NW. A possible solution is to have both a checking account and a savings account and to have a debit card connected to the savings account.

**Adjournment:** With no further business, Lee moved to adjourn; Gretzinger seconded. The meeting was adjourned at 12:21 P.M.

**The next meeting of the Aging & Disability Resource Center of the Northwoods will be Tuesday, January 31, 2023 in Medford. NOTE: This has been changed to February 28, 2023 also in Medford.**