

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

**Thursday, March 30, 2023 – 11:00 A.M.**

**300A South Lake Street, Crandon, WI 54520**

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

**Member(s) Absent:** Gretzinger

**Call to Order:** Vice-chair Dubiak called the meeting to order at 11:00. Also present was John Brensinger, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

**Public Comment & Introductions:** None

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

**Approval of the February 28, 2023 Board of Directors Meeting:** Helmert moved to approve the minutes of the February 28, 2023 Board of Directors meeting; Lemke seconded. All Ayes. Motion Carried.

**Financials: February 2023:** The Board reviewed the February 2023 financials. Bix moved to approve the Cash Disbursements for February 2023; Lemke seconded. All Ayes. Motion Carried.

**Discuss ADRC Office Days & Hours:** The Forest County employees want to change their hours to 7:00 A.M. to 4:30 P.M. Monday through Thursday and from 7:00 A.M. to 11:00 A.M. on Friday. The Taylor county employees do not want to change. Lee moved to incorporate this change in hours through August 31, 2023 for Forest County employees only and then re-assess the situation. Helmert seconded. All Ayes. Motion Carried.

**Review Annual Bonus – formerly known as the Longevity Bonus:** The end-of-year bonus will be based on: performance, at least one year of service with the ADRC and Board approval. Dubiak moved to adopt this procedure; Lemke seconded, All Ayes. Motion Carried.

**Interim Regional Manager Updates & Questions:** 1) There is still some confusion as to whether or not the ADRC-NW is covered under the state and federal family leave laws. The Regional Manager will check with our attorney to determine if we have the minimum number of employees to be covered. 2) The new Dementia Care Specialist previously worked at Aspirus and is working on a PhD in a related field. She will divide her time between both the Crandon office and the Medford office. 3) The Forest County Elder Benefit Specialist is now working within the community to get more exposure. She will also work with the Veterans Administration to ensure that veterans receive all the benefits they should. 4) The new IT person will work on setting up some sort of panic button in the offices. Brensinger will also check to see if we have or need cyber insurance. 5) The old printer was sold to the Forest County Commission on Aging for \$500. 6) Brensinger will also check to see if the ADRC-NW can save money on Ring Central. 7) The Forest County offices now have new carpeting and will be painted soon. Brensinger feels this would be a good time to have a Grand Opening to show off our facilities.

**Future Agenda Items:** as needed

**Adjournment:** With no other business, Bix moved to adjourn; Ackley seconded. The meeting was adjourned at 12:12 P.M. The next meeting will be Tuesday, April 25, 2022 in Medford with a Zoom component.

**Handouts:** ADRC-NW Board of Directors February 28, 2023 meeting minutes; February 28, 2023 Statement of Net Position; Statement of Revenues & Expenses as of February 28, 2023; Cash Disbursements February 2023; 2022-2023 ADRC Federal & State GPR Revenue Comparison; ADRC-NW Time Report February 2023; Reference Material from Wolf River Region on days and hours of operation; Employee Handbook 6.12 Annual Bonus; 6.12 Longevity Bonus change to annual bonus; ADRC Annual Bonus schedule.