

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

Tuesday, May 23, 2023 – 11:00 A.M.

300A Lake Avenue, Crandon, WI 54520

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

Member(s) Absent: Gretzinger, Lee

Call Meeting to Order: Vice-chair Dubiak called the meeting to order at 11:01 A.M. 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: Ackley moved to approve the agenda with twelve items, Lemke seconded. All Ayes. Motion Carried.

Approval of the Minutes of the April 25, 2023 Board of Directors Meeting: Helmert moved to approve the minutes of the April 25, 2023 Board of Directors meeting; Ackley seconded. All Ayes. Motion Carried.

Financials: After review of the financials, Lemke moved to approve the \$55,986 in cash disbursements for April 2023. Helmert seconded. All Ayes. Motion Carried. The time report capture rate for April was 35.83% which is lower than the 37% budgeted for 2023. The year-to-date rate is 36.85%.

Review of Annual Bonus formerly named Longevity Bonus: This item will be reviewed next month.

Review of Two Leases for Office Spaces: Brensinger reported that the ADRC-NW has two leases for the office space at 300 South Lake Street and may be paying twice for some of the space. He will discuss this with Forest County and report back to the Board in June.

Review of Employee Expense & Reimbursement Policy – Appendix J: This item will be discussed next month.

Discuss the Status & Review of Interim Regional Manager: After discussion, Lemke moved to upgrade Brensinger's position from "Interim" to "Permanent" Regional Manager. Helmer seconded. All Ayes. Motion Carried. He will remain at 20 hours per week.

Interim Regional Manager Updates & Questions: 1) The preliminary work on the 2022 audit looks very good, and the Board should have the completed audit for review soon. 2) We may be eligible for computer-related grants because of our status as a local government agency. Our IT person will look into this. 3) In order to get cyber security insurance we will have to meet certain requirements, and this is also being worked on. 4) An area of possible savings is to change our phone system and not have as many outside lines as we do now. This new system would also allow for panic buttons in all offices. 5) Because of revised IRS policies, the ADRC-NW will need to replace all computers by 2025; that would be 7-9 desktop units or laptops. 6) Brensinger has had to make some changes in duties because of the newness of our staff. 7) Staff is working to develop more working

relationships with Mole Lake. 8) The ADRC-NW is making a big push to get more information about us out to the public, and staff will be working to get the word out in the month of June in particular. 9) We are getting increased calls for food share benefits. These are being transferred to the appropriate agency. 10) Our new Dementia Care Specialist is working hard to get out in the public eye and make people aware of what we do in that area. She is also training staff to be more cognizant of dementia care issues. 11) Painting is currently being done in the 300 South Lake Avenue building, and some rearrangement of room assignments may be made. We will be having a Grand Opening when all the work is completed; the American Legion has offered to assist us. 12) Jamie Ausloos, our Disability Benefit Specialist, was recognized in BenSpec, a publication of the Greater Wisconsin Agency on Aging Resources, for her stellar work with a client. 13) A review of KerberRose billings was explained and found to be satisfactory.

Future Agenda Items: Changes to Employee Handbook – bonus, Appendix J, Leases. Other items as needed.

Adjournment: With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 12:13 P.M.

Handouts: Minutes of the April 23, 2023 ADRC-NW Board of Directors meeting; Revenue/Expense Report for April 2023; April 2023 Cash Disbursements; KerberRose invoices for review; April 2023 Time Report; ADRC Federal & State GPR Revenue Comparison for 2022-2023; statement of Net Position as of April 30, 2023.