

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

**Forest County Highway Department, 5350 County Road W, Crandon, WI 54520**

**Tuesday, June 27, 2023 - 11:00 A.M.**

**Members Present:** Ackley, Bix, Dubiak, Helmert, Lemke, Gretzinger (telephone)

**Member(s) Absent:** Lee

**Call Meeting to Order, Roll Call:** Chair Gretzinger called the meeting to order at 11:03 A.M. Also present was John Brensinger, Regional Manager, Aging & Disability Resource Center of the Northwoods.

**Public Comment & Introductions:** None

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

**Approval of the May 23, 2023 Board of Directors Minutes:** Helmert moved to approve the minutes of the May 23, 2023 Board of Directors meeting; Lemke seconded. All Ayes. Motion Carried.

**Financials – May 2023:** After review of the May 2023 financials, Lemke moved to approve the Cash Disbursements of \$71,814; Ackley seconded. All Ayes. Motion Carried. The Time Report capture rate for May 2023 was 37.90% and year to date was 37.10%. This is over the 37% necessary to fully fund the budget for 2023.

**Review of Annual Bonus formerly Named Longevity bonus:** The Board reviewed the proposed Bonus portion of the Employee Handbook. Lemke moved to adopt the proposed change with one alteration; Helmert seconded. All Ayes. Motion Carried. The starting point for the bonus was set at three years rather than five.

**Review of Employee Expense & Reimbursement – Appendix J:** Dubiak moved to approve the expanded Expense & Reimbursement section (Appendix J) of the Employee Handbook. Lemke seconded. All Ayes. Motion Carried.

**The Board may go into Closed Session to Discuss An Employee Related Matter:** It is anticipated that a motion will be made, seconded and approved to enter into Closed Session pursuant to Sec. 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any employee over which this body has jurisdiction or responsibility. Specifically to discuss termination of an employee. Roll Call: Ackley - Yes, Bix - Yes, Dubiak - Yes, Gretzinger – Yes, Helmert – Yes; Lee – Absent; Lemke - Yes. Yes – 6; No – 0; Absent – 1. Motion Carried. The Board entered Closed Session at 11:30 A.M.

**Reconvene to Open Session to Discuss and Possibly Act on Items From Closed Session:** The Board returned to Open Session after a motion to do so by Lemke and a second by Dubiak. All Ayes. Motion Carried. The time was 11:39 A.M. No Action Taken by the Board since the termination had previously taken place.

**Regional Manager Updates & Questions:** 1) The Regional Manager is working on getting our Fiscal Agent access to our online "View Only" bank accounts. Gretzinger will handle this. 2) Our May IT bill is very high primarily because of retrieval of deleted suspect text messages involved in employee discipline and moving around the offices. 3) The CARS reporting system is now known as GEARS. 4) Looking at expenditures and income through May 2023, our Fiscal Agent believes we will be under budget by approximately \$20,000 for the year. The Fiscal Agent is working on an Amended Budget 5) IT and Brensinger are still working on getting all the preliminaries set up for getting cyber insurance. 6) One of our employees is being trained as a part-time I&A Specialist. 7) Brensinger appeared before the Forest County Finance Committee to discuss the overlap of two leases on our building. These leases have now been incorporated into one. The rental amount remains the same. 8) There maybe be changes to the Elder Benefit Specialist program, resulting in less legal oversight from the Supervising Attorney. The Regional Manager will then be the EBS supervisor. 9) Revisions to the Memorandum of Understanding between the ADRC-NW and the New Forest County Commission on Aging Director spell out that the EBS is not an employee of Forest County, but rather is an employee of the ADRC-NW. 10) The Dementia Care Specialist is working on training our employees and setting up programs in the community. 12) An Open House and Information Fair is scheduled for the Crandon office on July 19th. 13) Alzheimer support groups and memory cafes have been started in Crandon and Medford, FCP and Mole Lake and the communities will be made more aware of these programs. 14) Updates on employee activities were given.

**Future Agenda Items:** 2022 Audit; Adjustments to the 2023 Budget; other items as needed.

**Adjournment:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Tuesday, July 25, 2023 at 11:00 A.M. It will be in Crandon. With no further business, Bix moved to adjourn; Lemke seconded. All Ayes. Motion Carried. The meeting was adjourned at 11:56 A.M.

**Handouts:** Minutes of the May 23, 2023 Board of Directors meeting; Statement of Net Position as of May 31, 2023; Statement of Revenues & Expenses for the period ended May 31, 2023; Cash Disbursement for May 2023; 2022-2023 Comparison of ADRC Federal & State GPR Revenue; proposed revision of Section 6.12 of the Employee Handbook; proposed revision of Appendix J – Employee Expense Reimbursement; various informational papers on Dementia Care and Memory Cafes in both Taylor County and Forest County; handout on upcoming Open House at the Forest County ADRC-NW offices.