

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS  
Tuesday, April 25, 2023 – 11:00 A.M.  
Medford Public Library, 400 North Main Street, Medford, WI 54451**

**Members Present:** Ackley, Bix, Gretzinger, Helmert. Lee, Lemke,

**Member(s) Absent:** Dubiak

**Call Meeting to Order:** Chair Gretzinger called the meeting to order at 11:02 A.M. Present were Intern Jennifer Pester, and Dementia Care Specialist Deb Wendorff. John Brensinger, Interim Regional Manager, was also in attendance.

**Public Comment & Introduction:** Introductions were made. Pester would ultimately like to create a non-profit for youth in unsafe living conditions who are not eligible for other programs. Wendorff will be handling dementia care concerns in both Forest and Taylor counties and will work on outreach.

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

**Approval of the March 30, 2023 Board of Directors Meeting:** Helmert moved to approve the minutes of the March 30, 2023 Board of Directors meeting. Lemke seconded. All Ayes. Motion Carried.

**Financials:** After review of the financial documents, Lemke moved to approve Cash Disbursements in the amount of \$52,291. Helmert seconded. All Ayes. Motion Carried. The Time Reporting capture rate for the month of March 2023 was 35.54%; the year-to-date rate was 37.19%.

**Review & Approval of the Annual Bonus Revisions to the Employee Handbook.** The annual bonus amounts, procedures and requirements need to be re-evaluated for our employees. This item is deferred until the May meeting.

**Discuss Status & Review of Interim Regional Manager:** At the next meeting, the Board will discuss making Brensinger Interim part-time status Permanent part-time status.

**Review & Approve Volunteer Agreement:** After review, Bix moved to approve the revised Volunteer Agreement; Lemke seconded. All Ayes. Motion carried. Miki to change the approved date on the new Volunteer Agreement.

**Interim Regional Manager Updates & Questions:** 1) John has received the signature cards on the bank account for the fiscal agent. 2) James, our new IT person, is checking on several options for panic buttons for the employees. 3) John is exploring having our Board meetings in Merrill to cut down on the amount of traveling. 4) Sometime next month, the State will let us know how much of the state-wide underspent funds we will receive. 5) Our annual audit will be on May 3-5 remotely and May 9-10 on-site. 6) Our new copier is working well. We will now be able to print brochures, trifolds and business cards. 7) The Crandon offices will be painted soon, and John will determine if employees can work from home during the week while the work is being done.

8) A client issue requiring our attorney's legal counsel is being required. 9) John is investigating the need for Cyber Insurance and is working with IT to correct our risks. 10) A new checking account with a debit card has been opened with \$1,000 from checking.

**Future Agenda Items:** Employee Annual Bonus revision; review & status of Interim Regional Manager.

**Future Meeting:** TBD

**Adjournment:** With no further business, Bix moved to adjourn; Helmer seconded. All Ayes. Motion Carried. The meeting was adjourned at 11:59 A.M.

**Handouts:** Minutes of the Aging & Disability Resource Center Board of Directors meeting of March 30, 2023; Statement of Net Position as of March 31, 2023; Statement of Revenues & Expenses for March 2023; March 2023 Cash Disbursements; 2022-2023 Federal & State GPR Revenue Comparison; Time Report March 2023; Volunteer Confidentiality and Code of Ethics Agreement - old version & revised version; Employee Handbook section 6.12.