

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS

Tuesday, July 25, 2023 – 11:00 A.M.

300A South Lake Avenue, Crandon, WI 54520

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

Members Absent: Lee, Gretzinger

Call Meeting to Order: Vice-chair Dubiak called the meeting to order at 11:03 A.M. Also present was John Brensinger, 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 eight items; Lemke seconded. All Ayes. Motion Carried.

Approval of the June 27, 2023 Board of Directors Meeting Minutes: Helmert moved to approve the Board of Directors minutes from the June 27, 2023 meeting; Lemke seconded. All Ayes. Motion Carried.

Financials – June 2023 - Review of Amended Budget - 2022 Audit Review, Fiscal Agent –

Online Access: After review, Lemke moved to approve Cash Disbursements for June 2023 in the amount of \$102,644. Helmert seconded. All Ayes. Motion Carried. Our previous lease with Forest County included an annual expenditure of \$5,300 for cleaning. Brensinger has discontinued this and will look for a cleaning service. The Time Report capture rate for June 2023 was 37.73%; year-to-date the figure is 37.26%. Our 2023 budget is based upon a capture rate of 37%. Brensinger will provide the information that Bix needs to grant on-line access to our Associated Bank accounts for Jaclynn Murphy. (NOTE: Murphy now has access.)

Regional Manager Updates & Questions: 1) The ADRC-NW had an extremely successful grand re-opening at the Crandon office. We will have one in Taylor County next spring. 2) We are currently advertising for a full-time I&A Specialist for Forest County; there are currently no openings in Taylor County.

Future Agenda Items: As Needed

Adjournment: With no further business, Bix moved to adjourn. Dubiak seconded. All Ayes. The meeting was adjourned at 11:38 A.M. The next meeting of the ADRC-NW will be Tuesday, August 29, 2023 in Crandon.

Handouts: Minutes of the June 27, 2023 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statement of Financial Position – June 30, 2023; Statement of Revenues & Expenses – June 30, 2023; Cash Disbursements – June 2023; 2022-2023 ADRC Federal & State GPR Revenue Comparison; Time Report – June 2023; Bank Reconciliation Report - June 30, 2023; Budget Amendment #1 – July 1, 2023.