

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
BOARD OF DIRECTORS  
300 South Lake Avenue, Crandon, WI 54520  
Tuesday, August 29, 2023 - 11:00 A.M.**

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

**Members Absent:** Dubiak, Lee

**Call to Order & Roll Call:** Chair Gretzinger called the meeting to order at 11:03 A.M. Also present were John Brensinger, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Kristin Bauknecht, Administrative Assistant, also of the ADRC-NW.

**Public Comment & Introductions:** None

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

**Approval of Minutes from the July 25, 2023, Board of Directors Meeting:** Lemke moved to approve the minutes of the July 25, 2023 Board of Directors Meeting; Ackley seconded. All Ayes. Motion Carried.

**Approval of Maintaining Summer Hours on a Permanent Basis:** Bix moved to continue the new hours for the ADRC-NW: 7:00 A.M. to 4:30 P.M. Monday to Thursday and 7:00 A.M. to 11:00 A.M. on Friday. Ackley seconded. All Ayes. Motion Carried.

**Financials, July 2023; Debit Card Overdraft Protection:** After review, Bix moved to approve the cash disbursements for July 2023 in the amount of \$58,792; Lemke seconded. All Ayes. Motion Carried. Currently there is one UI Claim that is open. The Board asked for the Transaction Reconciliation to be added to the Board Packet each month. The Time Report capture rate for July 2023 was 44.09% and year-to-date was 38.14%.

Bix made a Motion to apply for Associated Bank's Business Overdraft Protection Transfer Authorization that will automatically transfer \$100 from the ADRC-NW Associated Bank account to the ADRC-NW Associated Bank Debit Card Account to

prevent any overdraft fees. Gretzinger and Bix will sign as the Account Owners on the Authorization Form for the Overdraft Protection. Helmert seconded. All Ayes. Motion Carried.

**Regional Manager Updates & Questions:** 1) James Whiteaker, Naunkca LLC, has provided a lot of technical support and services for ADRC-NW software, phones and more. 2) Due to the vacant I & A position in Crandon, Jessica Campbell, the I & A Specialist from Taylor County, has been traveling back and forth helping provide support to clients. She has seen at least a dozen clients in Crandon in a very short period of time. 3) Ready-2-Go Improvements is a bonded company that the ADRC-NW has now hired to provide all cleaning services at the rate of \$30/hour. 4) John met with the Department of Health Services (DHS) regarding the possibility of additional funding that may be available for the counties and tribes in the ADRC-NW area for 2024 and 2025. 5) John is currently interviewing applicants for the I & A position in Crandon. 6) Because of security and confidentiality reasons, Taylor County may need to upgrade their facilities to conform to state requirements. 7) The State is hiring five RSS to update and keep track of the information and services that are available in each county. 8) The Elder Benefit Specialist (EBS), Disability Benefit Specialist (DBS), Dementia Care Specialist (DCS) plus the I & A Specialists have all participated in community events to promote the ADRC-NW and the services that are available. The DCS is offering Dementia Friendly Training to area businesses. She is also implementing the November Caregiver's Road Map training. She feels the tribes would like her to do more work with them. Finally, she has made several brochures to show the services we offer. John will be meeting with the Commission on Aging in Taylor County to discuss a calendar for future events.

**Future Agenda Items:** As Needed

**Adjournment:** With no further business, Gretzinger moved to adjourn; Lemke seconded. All Ayes. The meeting was adjourned at 12:07 P.M. The next meeting of the ADRC-NW will be Tuesday, September 26, 2023 in Crandon.

**Handouts:** Minutes of the July 25, 2023 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Statement of Net Position – July 31, 2023; Statement of Revenues & Expenses – July 31, 2023; Cash Disbursements – July 2023; 2022-2023 Federal & State GPR Revenue Comparison; Time Report -

July 2023; Bank Reconciliation Report July 31, 2023; Financial Statement of Accounts – July 31, 2023.