

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

Tuesday, July 30, 2024 – 11:00 A.M.

300A South Lake Avenue, Crandon, WI 54520

Members Present: Gretzinger, Lee, Lemke, Dubiak, Ackley

Member(s) Absent: Bix (excused), Helmert (excused)

Call Meeting to Order: Chair Lee called the meeting to order at 11:00 A.M. Also present were Jamie Zarda, Interim Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Kristin Bauknecht, Office Manager, ADRC-NW and Tawny Booth. Elder Benefit/Disability Benefit Specialist, ADRC-NW. Attorney Andrew Phillips, Attolles Law, S.C. and Courtney Graff, Taylor County Corp Counsel,

Public Comment & Introductions: There were none.

Approval of the Agenda: Ackley moved to approve the agenda with fifteen items; Gretzinger seconded. All Ayes. Motion Carried.

Approval of the June 25, 2024, Board of Directors Meeting: Lemke moved to approve the minutes of the June 25, 2024 Board of Directors meeting. Dubiak seconded. All Ayes. Motion Carried.

Attorney and Dissolution Checklist:

Attorney Andrew Phillips, Attolles Law, S.C. and Courtney Graff, Taylor County Corp Counsel, attended the meeting by zoom. Both were asked to attend due to the Dissolution Checklist and Board Members having questions. Two items on the checklist, which are logos and assets were the focus of the conversation. Andy answered questions regarding the \$75,000 loans to each county that had been invested. Andy will check further into this as well as Jamie Zarda will email Sherry Schuelke. Andy requested the dissolution be approved today and needs full board approval. An effective date would be 12/31/2024. There needs to be a resolution in place to dissolve the ADRC of the Northwoods. Andy will write the resolution and the ADRC Board will approve at a later date. Courtney, Paul and Andy will work on a Resolution. Lemke moved to dissolve the combined counties of Taylor, FCPC and Forest County ADRC as of 12/31/2024. Second by Lee. All Ayes. Motion Carried.

Financials – June 2024: Zarda answered questions regarding financials. Zarda discussed how she is already saving money. She has ended cleaning services, and the staff are assisting, has started cutting down on travel expenses and in the future possibly switching phone companies to save money. Lemke moved to approve the financials as presented. Ackley seconded. All Ayes. Motion carried.

Jamie Zarda, Interim Regional Manager updates: Jamie Zarda would like her job title changed from Interim Regional Manager to Regional Manager. Gretzinger moved to approve the job title change. Ackley seconded. All Ayes. Motion carried.

Johnson Block CPA's Audit: The Audit went well for 2023. There were no findings. The Audit is closed for 2023.

ADRC Grant: The ADRC of the Northwoods received a Covid-19 Grant from DHS. Zarda has created a budget and an overview of how the funds can be spent. The ADRC of the Northwoods will create a COVID 19 / Flu Vaccine Call Center. There are 5 months left to spend the grant. The ADRC will collaborate with both Taylor and Forest Counties for events. ADRC employees will be paid out bi-weekly on their payroll checks for any time spent on Covid related work such as Covid or Flu Vaccine events, collaboration, scheduling, call center duties, etc. The ADRC Specialists will continue working their normal work schedule for Time and Task Reporting for State reimbursement while Covid related duties are performed outside of their work schedule. Lemke moved to approve the Covid-19 Grant budget and allocation and to start spending the grant funds beginning July 30, 2024. Ackley seconded. All Ayes. Motion Carried.

Employee Earned Annual Leave Payout: Discussion about earned PTO, Vacation and Sick Time balances and how they will be paid out throughout the year or if waiting until year-end. Tabled for now. Will be discussed later.

IT: Jamie presented an IT proposal to the ADRC Board to switch phone systems. Per Naunkca IT this will save a few thousand dollars until the end of the year. Ackley moved to approve changing phone systems. Gretzinger seconded. All Ayes. Motion Carried.

ADRC Contact Workforce Development Regarding Displaced Employees:
Tabled until the next meeting.

Kristin is working on inventory check list for the dissolution regarding assets. Both counties had a great turnout for The Fair Before The Fair in Taylor County and The Open House in Forest County.

Future Agenda Items: Dissolution Checklist, Resolution. Next meeting will be August 27, 2024, in Crandon. Agenda items will be as needed.

Adjournment: With no further business, Lemke moved to adjourn. Ackley seconded. All Ayes. The meeting was adjourned at 12:05 P.M.

Handouts: June 25, 2024, Board of Directors Meeting Minutes, Financial Statements - Statement of Net Position, Revenue and Expense Preliminary Financials, Cash Disbursements, Time and Expense Reports, Transaction List, Bank Reconciliation, Debit Card Account for June 2024 and Dissolution Planning Checklist.