

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

Thursday, March 22, 2012 – 9:00 A.M.

The Pointe Hotel & Conference Center – Minocqua, Wisconsin

**Members Present:** Bix, Cushing, Gresser, Hammer, Kortenhof, Krug, Millan, Price, Queen, Ritchie, Teichmiller

**Members Absent:**

Kroll, Maki, McGeshick, Peterson

**Call Meeting to Order:** Chair Teichmiller called the meeting to order at 9:00 A.M. Also present were, Wendell Holt – Great Lakes Intertribal Council, Dianne Jacobson, Oneida County Department on Aging Director; Sherry Schuelke, Regional Quality Specialist, Office for Resource Center Development, State of Wisconsin; Pam Parkkila, ADRC Regional Manager; Andy Phillips, Phillips & Borowski, and Buck Rhyme, President of the RR Consulting Group.

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

**Approval of the Minutes of the 2/16/12 Meeting:** Hammer moved to approve the minutes of the February 16, 2012 Board Meeting. Krug seconded. All Ayes. Motion Carried.

**Public Comment:** It is anticipated that the Oneida County offices will be available in mid- to late April.

**Long Term Care District Presentation - Andrew Phillips**

**Resolution to Form the Long Term Care District – ADRC of the Northwoods:** Phillips explained that Long Term Care Districts are formed under Chapter 46 of the Wisconsin Statutes. This legal entity enables counties and tribes to work together with no liability accruing to any of the Member Jurisdictions.

**By-Laws:** Phillips and the Board reviewed the proposed bylaws for the new ADRC of the Northwoods Long Term Care District. A few minor changes were made. Cushing moved to adopt the bylaws with the minor changes; Krug seconded. All Ayes. Bix will make the changes and send them to Phillips for final review.

**Election of Officers – Chair, Vice Chair, Secretary:** Because of the change from a 66.0301 organization to a Long Term Care District, new officers have to be elected. Krug nominated Teichmiller to serve as Chair. With no further nominations, Krug moved to close the nominations and cast a unanimous vote for Teichmiller; Cushing seconded. All Ayes. Teichmiller was elected Chair. Queen nominated Millan as Vice Chair. With no further nominations, Ritchie moved to close the nominations and cast a unanimous vote for Millan; Queen seconded. All Ayes. Millan was elected Vice Chair. Queen then nominated Bix for secretary. With no further nominations, Cushing moved to close the nominations and cast a unanimous vote for Bix; Hammer seconded. All Ayes. Bix was elected Secretary.

**Taylor County – ADRC Specialist/I & A Specialist Hire:** Although the Taylor County Board of Supervisors voted to have Taylor County employees staff the local ADRC, the Taylor County Personnel Committee has raised several objections. Since this situation now appears to be an ongoing problem, Oneida County was contacted to see if it would hire the staff for the Taylor County ADRC. The Oneida County Board voted unanimously not to do this. Phillips suggested that the ADRC of the Northwoods become the employer of record for the staff of the Taylor County ADRC. A wage scale will have to be developed because of the disparity of hourly rates among the member jurisdictions. It was felt that this solution would enable the Taylor County ADRC to open in a timely manner, and that a similar offer would be made to the remaining Member Jurisdictions at the end of 2012. Cushing moved to authorize the ADRC of the Northwoods Long Term Care District to establish an employer-employee relationship with the ADRC staff based in Taylor County at a wage scale to be developed. Hammer seconded. All Ayes. Motion Carried.

**ADRC of the Northwoods Signage:** Signage for the various offices is being developed using the State-approved ADRC logo and colors. Local information will be included as well.

**Regional Manager Update:** 1) Furniture needs for the Oneida and Taylor County offices have been established, and the items will be ordered soon. 2) Parkkila will meet with Greg Werner of Frontier on Friday, March 23, to work out the details of the new phone system. Frontier will be able to work with TDS so that the Taylor County system will work with the rest of the ADRC office systems. 3) Computers and printers have arrived and software is being installed, so this equipment will be sent out to the offices in the very near future. 4) Both the phone system and the computer equipment came in under budget. 5) Interviews for the Disability Benefit Specialist are scheduled for next week. 6) Satellite offices will have soft openings with grand openings to be scheduled for each individual office at a later date. 7) Starting this week, Parkkila will send weekly updates to Board Members to keep them informed of the activities of the ADRC of the Northwoods.

Cushing left the meeting at this point.

**Board Training - Buck Rhyme:** Rhyme conducted training for the Board Members. This training covered "Getting to Know the Players on the Board", "Serving as an Effective Board Member", "Developing an Effective Relationship with the Regional Manager", and "Planning for Effective Meetings". A second training session was scheduled for June.

**Agenda Items for Next Board Meeting:** There were no specific items suggested for the next meeting.

**Set Next Board Meeting Date & Place:** The next meeting of the ADRC Board of Directors will be Thursday, April 12, 2012 at 1:00 P.M. It will take place in Crandon. The second Board Training will take place on Thursday, June 21, 2012 at 9:00 A.M. It will be at The Pointe Hotel & Conference Center in Minocqua.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:10 P.M.

**Handouts:** Minutes of the February 16, 2012 Board Meeting; draft Bylaws of the Aging & Disability Resource Center of the Northwoods; ADRC of the Northwoods Board Training Packet (March 2012).