

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

Thursday, April 12, 2012 – 1:00 P.M.

ADRC Crandon Office – 300 South Lake Street – Crandon, Wisconsin

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

**Members Absent:** McGeshick

**Call Meeting to Order:** Chair Teichmiller called the meeting to order at 1:00 P.M. Also present were Pam Parkkila, Regional Manager, ADRC of the Northwoods; Sherry Schuelke, Regional Quality Specialist, Office for Resource Center Development, State of Wisconsin; Chad Murphy-Price, member of the general public.

**Approve of the Agenda:** Cushing moved to approve the agenda with seventeen items: Millan seconded. All Ayes. Motion Carried.

**Approve the Minutes of the March 22, 2012 Board Meeting:** Millan moved to approve the minutes of the March 22, 2012 Board Meeting; Queen seconded. All Ayes. Motion Carried.

**Public Comment:** There was no public comment.

**ADRC Model Update:** Parkkila reported that the goal is to start the soft openings of the satellite offices beginning with the Rhinelander office on May 14, 2012.

**Amended Long-Term Care District Bylaws:** After proper prior notification and adequate time for review, Cushing moved to amend the paragraph entitled “ADRC Board Officers” to reflect current statutory requirements; Hammer seconded. All Ayes. Motion Carried.

**Financial Report: 2012 Budget, Telephone/IT, Computers, Furniture:** The financial report was reviewed and appears to be in order. Some changes to the format will need to be made to improve readability. All the telephone equipment has arrived, and Greg Warner of Frontier is contacting each county to set up the various telephone systems. The computers have arrived and are being loaded with the appropriate software. The Eagle River, Rhinelander, and Medford satellite offices all need furniture which should be ordered very soon. All items are “in-stock” merchandise and thus should be delivered quickly and come in under budget.

**Taylor County Update:** A resolution is being prepared for the Taylor County Board to make the ADRC of the Northwoods, and not Taylor County, the employer of record for the two Medford ADRC Specialists. Parkkila will serve as the supervisor for these two employees.

**Regional Manager Report:** Interviews for personnel in Rhinelander and Eagle Rivers will be held the week of April 16. Ads have been prepared for the Senior Directories in several counties; Parkkila is arranging speaking engagements to promote the ADRC throughout the area. Plans for other promotional activities will be developed.

**ADRC Office Policies and Procedures:** Action on this item was postponed until the May meeting of the ADRC Board.

**Board Vacancies:** There are currently three vacancies on the ADRC Board. These include one position representing the over-60 population, one representing the physically disabled, and one representing the Lac du Flambeau tribe. Efforts are being made to fill these positions as soon as possible.

**Committee Formation and Appointment Process:** Chair Teichmiller suggested having three permanent committees – Executive/Personnel, Finance, and Program Development and Evaluation. From time-to-time, task forces or work groups will be formed to deal with specific issues. Board Members were encouraged to contact Chair Teichmiller with their preferences for committees.

**Move to Close Session under Section 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility:** Bix moved to go into Closed Session under Section 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Cushing seconded. Roll Call: Bix – Yes; Cushing – Yes; Gresser – Yes; Hammer – Yes; Kortenhof – Yes; Krug – Yes; Millan – Yes; Price – Yes; Queen – Yes; Ritchie – Yes; Teichmiller – Yes. Yes – 11; No – 0; Absent – 1. The Board went into Closed Session at 1:56 P.M.

**Move into Open Session:** Cushing moved to return to Open Session; Bix seconded. All Ayes. The Board returned to Open Session at 2:18 P.M. Millan moved to increase the top end of the Disability Benefit Specialist pay range from \$40,000 to \$42,500; Gresser seconded. All Ayes. Motion Carried. Parkkila will contact the applicant who did not interview because of the low wage range to see if she would be interested in the position with the new range.

**Suggested Agenda Items for Next Board Meeting:** Policies and procedures, committees, budget report.

**Set Next Board Meeting Date and Place:** The next meeting of the ADRC of the Northwoods Board will be Thursday, May 17, 2012 at 1:00 P.M. at the new Rhinelander offices. The June meeting will be on June 21, 2012 at The Pointe in Minocqua. It will start at 9:00 A.M.

**Adjournment:** With no further business, Cushing moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:26 P.M.