

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

Thursday, June 21, 2012 – 9:00 A.M.

The Point Hotel and Conference Center – Minocqua, Wisconsin

Members Present: Bix, Chapman, Cushing, Gresser, Hammer, Korten Hof, Krug, Millan, Price, Queen, Ritchie, Teichmiller

Members Absent: None

Call To Order: Chair Teichmiller called the meeting to order at 9:03 A.M. Price arrived at 9:17 A.M. Also present were ADRC Regional Manager Parkkila and Wendell Holt of the Great Lakes Inter-Tribal Council.

Public Comment & Introductions: There was no public comment. Board Members introduced themselves to new Board Member, Eric Chapman, Lac du Flambeau Tribal Jurisdictional Member.

Approval of the Agenda: Millan moved to approve the agenda with ten items; Queen seconded. All Ayes. Motion Carried.

Approval of the Minutes of the May 17, 2012 Board Meeting: Ritchie moved to approve the minutes of the May 17, 2012 Board Meeting; Millan seconded. All Ayes. Motion Carried.

Financial Report: Finance Committee Chair Krug reported on the activities of the Finance Committee in reviewing the Start Up Costs & Budget for the ADRC of the Northwoods and the Revenue/Expense Report for January-April 2012. Ongoing adjustments to the Start Up Costs & Budget need to be made. Krug then moved to have the Board accept the reports and place them on file subject to audit, to increase the Eagle River ADRC office remodeling budget by \$4,500 to \$19,500, to increase the Rhinelander office remodeling budget by \$900 to \$16,665, and to budget \$8,000 for signage for the various ADRC satellite offices. Queen seconded. All Ayes. Motion Carried.

Under current bylaws, jurisdictional members are paid by their respective counties for attendance at Board Meetings; tribal and consumer members are paid by the ADRC for their attendance at Board Meetings and any other meetings or conferences they are required to attend. There is concern that counties will also be responsible for payment of per diems and expenses for ADRC Committee

Meetings and for conferences attended by jurisdictional Board Members. It was felt that all Committee Meeting per diems and expenses, as well as all conference per diems and expenses, should be paid by the ADRC. Also, when appropriate, consideration must be given to paying for meals and lodging of Board Members attending Committee Meetings, Board Meetings, and conferences. This item will be discussed further at the next meeting. No action taken.

It is felt that it would be more convenient and efficient if small purchases could be made using a credit card or perhaps a prepaid debit card. Parkkila will look into this item and report back to the Committee at the next meeting. No action taken.

Policy Statements: Three drafts were distributed to Board Members: Employee Expense Reimbursement Policies and Procedures, Performance Review Process, and Employee Conduct and Corrective Action Policy and Procedure. These policies will be reviewed by the Executive Committee and presented to the full Board for action in July. Board Members are asked to review the handouts prior to then.

Regional Manager's Report: Parkkila reported that a highly qualified ADRC Specialist for the Potawatomi satellite office has been hired. The three Rhinelander ADRC Specialists are in training on this date (June 21). One ADRC Specialist has already been hired for the Eagle River satellite office, and the deadline for applications for the second position is Friday, June 22. The new Disability Benefit Specialist is starting today and will be meeting with his supervising attorney for further training soon.

Steve Schindhelm of Phillips Borowski, the ADRC Counsel, is close to finishing all the Memoranda of Understanding with the various jurisdictions, and these may be ready for presentation to the Board in July. However, they do have to be approved by the individual corporation counsels beforehand.

All satellite offices have been furnished. The ADRC of the Northwoods sign is in place in Eagle River; Medford's sign will be ready the week of June 25; the Crandon sign needs to be updated to reflect the ADRC of the Northwoods, and Parkkila is working on getting the remaining signs finished and in place as soon as possible.

Parkkila has attended several meetings and conferences in the area to promote the ADRC of the Northwoods. She is also working to coordinate local print and radio

ads and interviews. At a recent state meeting, it was determined that state-wide advertising will be used to promote the ADRCs.

Telephone services are being set up in all the offices; progress is slow but steady. Parkkila is also working on getting the Web site more user-friendly.

The ADRC attorney advised the Forest County Corporation Counsel not to have the Forest County Board vote on hiring the two Taylor County ADRC Specialists at this time. He felt this may not be the best model. This issue needs to be resolved quickly so that the Medford office can open sooner rather than later.

Set Next Board Meeting Date & Place: The next meeting of the ADRC Board of Directors will be Monday, July 19, 2012 at 1:00 P.M. at the Rhinelander offices. A Finance Committee meeting will be held at 12 Noon that same day. The next meeting of the ADRC Executive/Personnel Committee will be Friday, July 6, 2012, at 1:00 P.M. at the Rhinelander offices. A Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) state conference will be held in Wisconsin Dells September 20-21. Board Members are encouraged to attend.

Board Training: Buck Rhyme was present for Board Training. Among other things, items covered included teamwork, a board member job description, working with the regional manager, an annual board evaluation, ensuring consumer input in ADRC governance.

Adjournment: With no further business, Cushing moved to adjourn; Bix seconded. All Ayes. The meeting was adjourned at 2:08 P.M.

Handouts: ADRC of the Northwoods Start Up Costs and Budget; ADRC of the Northwoods Revenue/Expense Report for the period January-April 2012; ADRC of the Northwoods Board Minutes of May 17, 2012; Draft Employee Conduct and Corrective Action Policy and Procedure; Draft Performance Review Process; Draft Employee Expense Reimbursement Policies and Procedures; Board Training Packet II; "Enron's Real Lesson: Strengthen Board Culture"; a list of acronyms; University of Wisconsin-Extension Fact Sheet: Wisconsin Open Meetings Law.