

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

Monday, October 15, 2012 – 1:00 P.M.

Community Center – 845B East Broadway Avenue, Medford, Wisconsin

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

Members Absent: None

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:07 P.M. Also present were Pam Parkkila, Regional Manager of the Aging & Disability Resource Center of the Northwoods (ADRC-NW); Tina Kimball, Oneida County Social Services Accounting Technician; Diane Niggemann, Taylor County Commission on Aging Director; Sue Nuernberger, ADRC-NW Medford Satellite Office.

Public Comment: Introductions were made.

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

Approval of the Minutes of the September 17, 2012 Board Meeting: Hammer moved to approve the minutes of the September 17, 2012 Board of Directors meeting; Gresser seconded. All Ayes. Motion Carried.

Financial Report: The August Revenue/Expense Report was reviewed by the Board, as were the start up budget and the August 2012 transactions in the amount of \$33,217.77. No action taken.

Move to Closed Session under Sec. 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which this body has jurisdiction or responsibility: The Board did not go into Closed Session.

Move to Open Session to Act on Items Discussed in Closed Session: The Board did not go into Closed Session.

2013 Proposed Budget: The Finance Committee is working on a budget for 2013 and will present it at the November Board of Directors meeting. The Board

reviewed the results of 100% time reporting because income for the ADRC-NW for the year 2013 is based primarily on these results. Most of the employees are above the 35% average that we need, but there are a few problems. Parkkila assured the Board that these problems are being addressed.

ADRC-NW Employee Raises for Budget Year 2013: The Finance Committee proposed a 1% raise for the four employees of the ADRC-NW: the Regional Manager, the Disability Benefit Specialist, and the two ADRC Specialists in Taylor County. This is well within the budget projections for 2013. Krug moved to authorize a 1% pay raise for the four ADRC-NW employees at a cost of \$2,223.24; Cushing seconded. All Ayes. Motion Carried.

ADRC Full Employment Options: This is not an option because without the ADRC workers being employed by a particular county that county will lose the partial funding they receive for their Elder Benefit Specialist(s). This would be a significant loss of income for the counties.

Budget Allocations

Equipment: The last of the bids has been received. After those bids are analyzed and reviewed with Finance Committee Chair Krug and Board Chair Teichmiller, purchases of the equipment will be made. An update will be made at the November Board meeting.

Web Site: Work on the new Web site is on schedule. The server has been relocated. Most of the changes should be completed by the November meeting of the Board.

Telephone: Pat Daniels, the consultant with the firm Elert, has been working with Frontier on getting the telephone system working properly. Frontier now feels the ADRC-NW must upgrade to a T-1 line at a cost of about \$525/month after an initial investment of \$2,000 on hardware. The Finance Committee authorized Parkkila to have the consultant check with Charter Communications to determine if that company can set up a better system and then move forward with the best choice after consulting with Finance Committee Chair Krug and Board of Directors Chair Teichmiller.

Data Entry: Parkkila reported that the job of inputting all the information into the SAMS-IR Database is more extensive than originally thought. Actual contacts need to be made to some providers to get all the required information. The Finance Committee recommended that an additional 80 hours of data entry at a

cost of \$1,600 be authorized. This will bring the total cost to \$3,600. Ritchie moved to authorize an additional 80 hours of data entry at a cost not to exceed \$1,600, bringing the total spent on this item to \$3,600. Hammer seconded. All Ayes. Motion Carried.

Marketing: A marketing plan is being developed. The ADRC-NW should be under spent by about \$250,000 in 2012. Parkkila will be asking the Office for Resource Center Development to carryover some of this money for a significant marketing push which has had to be delayed because of the telephone system issues.

Short-Term Care Management Policy: The ADRC Specialists are not case managers, but occasionally they have to perform duties that come close to case management. The State of Wisconsin Office for Resource Center Development has developed a policy covering this, and the Board reviewed this policy. The Executive Committee recommended that the Board approve the policy. Millan moved to approve the Short-Term Care Management Policy; Krug seconded. All Ayes. Motion Carried.

Regional Supervisor Job Description: Information on this item was not available for discussion at this time. No Action Taken.

Regional Supervisor Six-Month Evaluation Tool: Information on this item was not available for discussion at this time. No Action taken.

Regional Managers Report: Parkkila reported that all clients who qualify for ADRC services are being referred to the ADRC in Vilas County. In Oneida County functional screens are now independently done by ADRC staff. There is a problem with the sharing of health information, but clients are signing waivers to deal with this. Things are going well in Forest County. The Lac du Flambeau operation is going really well, and the ADRC Specialist has an excellent relationship with tribal members. She cannot do functional screens, but this is being handled by other ADRC Specialists in the area. Good media coverage was received for the Forest County Potawatomi ADRC, but relationship flow still needs some work. The Taylor County Human Services Department is refusing to refer clients to the ADRC except to the Disability Benefit Specialist. The Human Services Department is doing a cost analysis to see if it makes financial sense for them to make referrals to the ADRC Specialists. A client base is being developed by the ADRC Specialists independently of the Human Services Department. There was excellent coverage of the Open House in Medford.

Parkkila continues to work on training and conferences for the staff. The Office of Resource Development has been very supportive and is providing needed training.

All reports are being inputted into the SAMS-IR Database, so reports on client statistics should be available for the Board soon.

The Office of Resource Center Development is having the annual ADRC Conference in Green Bay May 13, 2013 through May 15, 2013.

Teichmiller announced that Bix would be attending a conference on transitional care designed prevent re-admission to hospitals within 30 days following discharge. She will report on the conference at the next Board Meeting.

Future Agenda Items: Budget, Regional Manager Evaluation, Care Transition Meeting Update

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Board of Directors will be Thursday, November 15, 2012 at 1:00 P.M. It will be in Rhinelander. The Finance Committee will meet the same day at 12:00 Noon, and the Program Evaluation Committee will meet at 11:00 A.M. The Executive/Personnel Committee will meet Monday, November 12, 2012 at 1:00 P.M. in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 2:18 P.M.

Handouts: Minutes of the September 17, 2012 Board of Directors meeting; August 2012 Revenue/Expense Report; Start up Budget through August 2012; August 2012 Transactions; Preliminary 2013 ADRC-NW Budget; Results of Time Reporting for the Satellite Offices; ADRC-NW employee raise projections.