

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –
BOARD OF DIRECTORS
100 West Keenan Street, Rhinelander, Wisconsin
Thursday, November 15, 2012**

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

Members Absent: Chapman (Excused); Krug (Excused), Price

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:00 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW), and Mary Rideout, Oneida County Social Services Department Financial Services Manager.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the October 15, 2012 Meeting: Cushing moved to approve the minutes of the October 15, 2012 meeting; Queen seconded. All Ayes. Motion Carried.

Review Financial Statements: Rideout presented the September Revenue/Expense Report. She reported that all satellite offices are set up for monthly reporting except the Forest County Potawatomi. Expenditures are well within the 2012 budget. Vouchers in the amount of \$46,559.98 were approved by the Finance Committee. It was noted that the Employee Auto Expense line item will need adjustment by the end of the year.

Review 2013 Budget Status/Process: Rideout presented the proposed 2013 budget. The total proposed budget is \$1,318,981 of which \$862,251 will be spent on satellite offices and \$456,730 on the regional office operations. Of that total, \$899,663 will come from State General Purpose Revenue per contract with the ADRC-NW. If we achieve a minimum of 32% capture of federal funds through 100% time reporting, we will break even. At this point, we are at 33.22%; and with increased training and experience, the staff should have no trouble increasing that percentage. A 2% salary increase is included in this proposed budget. See “ADRC-NW Wage Increase” item below. The budget includes a projected 6%

increase in health insurance costs. The Finance Committee had recommended to the Board that it approve the budget as presented. Queen moved to approve the 2013 budget in the amount of \$1,318,981; Gresser seconded. All Ayes. Motion Carried.

The Board thanked Rideout for all her work with the budget and the financial statements.

ADRC-NW Wage Increase: Last month the Board approved a 1% wage increase for the four employees of the ADRC-NW: the Regional Manager, the Disability Benefit Specialist, and the two ADRC Specialists in the Taylor County Satellite Office. After review, the Executive Committee recommended a 2% wage increase to take effect on January 1, 2013 or at the end of the probationary period. With all fringe benefits included, this would cost the ADRC-NW a total of \$4,294.23. This month both the Executive/Personnel and the Finance Committees recommended that the Board approve a 2% wage increase. Hammer moved to authorize a 2% wage increase for the Regional Manager and the Disability Benefit Specialist beginning January 1, 2013 and for the two ADRC Specialists in the Taylor County Satellite Office at the end of their probationary periods. Cushing seconded. All Ayes. Motion Carried.

WRS Account: The ADRC-NW has been approved for inclusion in the Wisconsin Retirement System starting January 1, 2013. However, the ADRC-NW is still awaiting written approval for a buy-back on contribution amounts for 2012 retirement benefits. This cost will be included in the 2012 budget expenses.

Regional Manager Evaluation: The Executive/Personnel Committee has approved a job evaluation tool for the Regional Manager based on the current job description. That Committee will finish a Job Evaluation and present it at the next Board Meeting.

Revised Policy & Procedure – Employee Expense Reimbursement: Platner moved that employees be required to submit their expense reimbursement forms by the end of each month to be reimbursed at the first pay period of the next month. Cushing seconded. All Ayes. Motion Carried.

Revised Policy & Procedure – Employee Benefits: Currently employees are required to take sick leave and personal time in two-hour segments. Hammer moved that the Board change the Employee Benefits Policy to allow employees to

take sick leave and personal time in quarter-hour segments. Korten Hof seconded. All Ayes. Motion Carried.

Regional Manager Report: 1) The solution to the telephone situation is moving along with Parkkila working with the consultant, Frontier, and Mitel. The bill has been paid after deductions for some service charges, late penalties, and interest. 2) Parkkila and the Regional Supervisors had an excellent session with Buck Rhyme. All involved are now working together on the same agenda. Parkkila may request another session later. 3) Vilas County has increased its ADRC Specialist wage from \$16.67/hour to \$19-22/hour, depending on experience. They will be posting for a new Specialist soon. 4) Work on the Web site is going well and should be finished by the end of the year. 5) Parkkila reported that she is working with the Program Evaluation Committee to develop a marketing program. 6) The Lac du Flambeau have recommended a citizen member, Jean Thoms, to represent the physically disabled. 7) We have been invited to have our January meeting at the Lac du Flambeau location. 8) Bix reported on her meeting on transitional care.

Future Agenda Items: Outreach Funding, Additional Purchases, Board Member Job Description, Board Member Self-Evaluation Tool; Regional Manager Evaluation

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Board of Directors will be Monday, December 10, 2012 at 1:00 P.M.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 1:58 P.M.

Handouts: Minutes of the October 15, 2012 meeting; 2012 Revenue/Expense Report through September 2012; September 2012 Transactions Report; revised 2013 Proposed Budget including satellite office information; 100% Time Reporting Summary through September 2012; Proposal for 2% Employee Wage Increase; Revised Policy & Procedure – Employee Expense Reimbursement; Revised Policy & Procedure – Employee Benefits.