

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

Lac du Flambeau Tribal Multi-Purpose Building

181 Cedar Street, Lac du Flambeau, WI

Thursday, January 17, 2013 – 1:00 P.M.

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

Members Absent: Krug (excused), Price (excused)

Call 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); Laura Rozga, newly hired ADRC-NW Specialist in Eagle River; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Sherry Schuelke, Regional Quality Specialist, State of Wisconsin; Wendell Holt, Great Lakes Inter-Tribal Council; Ardella Christensen, proposed Board Member representing the physically disabled; several members of the Lac du Flambeau Tribal Council, and several Lac du Flambeau Tribal Members.

Teichmiller thanked the Tribal Members for the warm welcome and lunch they provided.

Public Comment & Introductions: Members of the Board, the Tribal Council, the Lac du Flambeau Tribe, and the other attendees introduced themselves.

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

Approval of the Minutes of the December 10, 2012 Board Meeting: Cushing moved to approve the minutes of the December 10, 2012 Board Meeting; Queen seconded. All Ayes. Motion Carried.

Board of Directors Evaluation Tool: After a short discussion, Board Members submitted their self-evaluations of the Board. The forms will be collated by the Program Evaluation Committee and results presented at the next Board meeting.

Board of Directors Job Description: Board Members were given copies of their job description. Each member then signed the job description and submitted it to Parkkila for retention.

Financial Statements – November 2012: Rideout reported that some of the line items are overspent, but there are plenty of funds to cover those overages. Line-item transfers will be presented for approval at a future meeting. The ADRC-NW will be underspent for 2012 by \$240,000-250,000. The Revenue/Expense Report for November was presented. Hammer moved to receive the report and place it on file subject to audit; Cushing seconded. All Ayes. Motion Carried. Rideout also reported that the Finance Committee approved November expenditures of \$65,251.21. The Board then reviewed the 100% Time Reporting Summary through November 2012. The cumulative figure of 33.84% is above the 32% necessary to fully fund the budget and represents an increase from the October cumulative figure of 32.99%. Teichmiller reported that with previous authorization from the Board, he and Finance Chair Krug approved \$11,473.20 in equipment purchases. These purchases included shredders, color copier/scanners, swing arms for office desktops, privacy filters, and large screen laptops. The Smart Board and the video conferencing equipment were not purchased at this time.

ADRC-NW Annual Report: The Regional Manager is awaiting final figures before submitting the Annual Report to the Office of Resource Center Development (ORCD) for review. Once the Annual Report is approved by ORCD, it will be presented to the Board.

Carryover Funds Request: The ADRC-NW will be underspent by \$240,000-250,000 for 2012. A request will be made to the State of Wisconsin to carry over a significant portion of these funds for use in 2013.

Wisconsin Retirement Application Update: Although the Wisconsin Retirement System has approved our application for admission to their program, the Social Security Administration has not yet acted. This approval can take up to six months, so it could come as late as April 2013. The ADRC-NW started to withhold retirement contributions as of January 1, 2013. Contributions will also be made for 2012, and carryover funds are being requested for this purpose.

Regional Manager's Report: 1) The State ADRC Conference will be May 13-15, 2013 (Monday-Wednesday) in Green Bay. Board Members are encouraged to attend and should contact Parkkila for further information. 2) It was decided that

future Board meetings will be held on the third Thursday of each month if possible. The meetings will rotate among the various ADRC Satellite Office locations. 3) Parkkila reported that the ADRC-NW is now fully staffed with fourteen people working among the various Satellite Offices. 4) Statistics received from the SAMS-IR database indicate 2,061 customer contacts by the ADRC-NW staff in the last quarter of 2012; not all of these contacts were unique. Preliminary figures related to services provided by Disability Benefits Specialists (DBSs) throughout the State indicated that the average case load for DBSs is 60 customers. Don Meeder currently has 53, and Terese Poe has 57. It is projected that having ADRCs saves the State over \$61,000,000 annually. The customers who have used the DBS services report good to excellent service in 98% of the cases, and 99% would recommend DBS services to others. 5) All the new telephone equipment is now in Rhineland, and final installation should begin on January 28th. By February, everything should be in place and working properly. 6) MOUs from Forest County are now complete; the MOU with the Lac du Flambeau community is set for action by their Tribal Council on January 28th. The remaining MOUs are in the process of being reviewed and refined. There appear to be some issues with counties having the ADRC-NW do functional screens. Parkkila continues to work with the jurisdictions and ORCD in an effort to establish consistency across the ADRC-NW. 7) The Channel 12 TV interview with ADRC Specialist Heppe went very well, and the station is now considering asking her to do a monthly interview on healthy aging. 8) The Web site is still being developed. 9) Mary Peterson, the ADRC Specialist for the Lac du Flambeau will be on a leave of absence for six weeks. This will not impact our time reporting numbers. ADRC-NW staff will cover Peterson's clients during the leave. 10) The ADRC-NW agendas and minutes are now posted on the Oneida County Web site: www.co.oneida.wi.gov.

Future Agenda Items: Marketing plan; board evaluation; approval of Ardella Christensen as Board Member; presentation on how the Disability Benefit Specialist, the Elder Benefit Specialist, and the ADRC Specialists interact to provide services to customers.

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Board of Directors will be Thursday, February 21, 2013 at 1:00 P.M. It will be in Rhineland.

Adjournment: With no further business, Bix moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 2:30 P.M.

Handouts: Minutes of the ADRC-NW Board Meeting of December 10, 2012; November 2012 Revenue/Expense Report; 100% Time Reporting Summary through November 2012; Lac du Flambeau list of programs and services available to Tribal Members.