

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

Thursday, December 15, 2011 - 2:00 P.M.

The Oneida County Department of Aging - 100 West Keenan Street, Rhinelander, Wisconsin

### **Members Present:**

Bix, Cushing, Gresser, Hammer, Kortenhof, Krug, McGeshick, Millan, Price, Queen, Ritchie, Teichmiller

### **Members Absent:**

Burtch, Maki, Peterson. Teichmiller announced that Ron Burtch, who was to represent Older Adults on the Board, will not be serving on the Board due to personal reasons.

**Call to Order:** Chair Teichmiller called the meeting to order at 2:04 P.M. Also present were: Dianne Jacobson, Oneida County Department on Aging Director; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Chuck Sekel, Forest County Director of Social Services, and Mary Hardtke, Director of Headwaters, Inc.

**Introductions:** Board Members introduced themselves.

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

**Approve of the Minutes of the November 30, 2011 Board Meeting:** Cushing moved to approve the Minutes of the November 30, 2011 Board Meeting as mailed; Hammer seconded. All Ayes. Motion Carried.

**State Contract:** The contract between the State of Wisconsin and the ADRC of the Northwoods was mailed by regular mail to Dianne Jacobson on Tuesday, December 12, 2011. It has not yet arrived. The ADRC will not receive any monies under the contract until it is signed. Krug moved to have the Executive Committee (Teichmiller, Millan, and Bix) review the State Contract and to authorize Teichmiller to sign it if it meets the approval of that Committee. Cushing seconded the motion. All Ayes. Motion Carried.

**Per Diem & Mileage for Citizen Board Members:** Cushing moved to pay the Citizen Board Members a per diem of \$40/day for each meeting of the ADRC Board and mileage at the state rate (currently at \$0.485). Millan seconded. All Ayes. Motion Carried.

**Status of Jurisdiction Resolutions for Long-Term Care District:** Cushing announced that the Oneida County Board approved the new Long-Term Care District Resolution on December 14, 2011. Vilas and Forest Counties should approve it in January and Taylor County in February. The Sokaogon Chippewa Tribe should review it later this month. Dates for the other two tribes were unknown at this time.

**Fiscal Management Contract with Oneida County:** Cushing moved to approve the Fiscal Management Contract with Oneida County; Bix seconded. All Ayes. Motion Carried. (NOTE: The Oneida County Board approved the contract on December 14, 2011.)

**Regional Management Recruitment:** This position was advertised in local newspapers as well as the BadgerAging ListServe, the Wisconsin County Human Service Association, and the Job Center of Wisconsin. Members of the Implementation Team (Jacobson, Niggemann, Sekel) and Teichmiller will review the applications after the deadline (December 21, 2011) and conduct the first round of interviews with those applicants who meet the qualifications. Board Members may join the process at this point if they wish. This group will then select applicants for referral to the entire Board for the second round of interviews.

**ADRC Job Descriptions:** The Regional Manager and ADRC Specialist job descriptions were reviewed by the Board, and minor changes made. Bix will make the changes and forward to Sekel for inclusion in the next Board Packet. The Disability Benefit Specialist job description was not available for review at this time.

**Purchase of Services Contract:** This item was not addressed at this time.

**Board Member Terms:** Jacobson submitted a list of Board Members and their randomly selected terms of office. Cushing, Krug, Ritchie, Gresser and the unfulfilled position will serve a first term of one year. Millan, McGeshick, Kortenhof, Hammer and Maki will serve a first term of two years. Teichmiller, Peterson, Price, Bix, and Queen will serve a first term of three years. Cushing moved to approve this list of Board Members terms; Hammer seconded. All Ayes. Motion Carried.

**Satellite Office Start-Up:** Since Forest County's ADRC is up and running, it will change its name to reflect membership in the ADRC of the Northwoods as of January 1, 2012. This will include the Forest County Potawatomi and Sokaogon Chippewa Tribes. Oneida County will start in February 2012. The other counties and the Lac du Flambeau Tribe will follow in a timely manner on dates yet to be determined. Millan moved to authorize Teichmiller to sign the contract to effect this schedule; Cushing seconded. All Ayes. Motion Carried.

**Budget:** The ADRC contract with the State is predicated on all the offices opening in January. Since most of the offices will be opening after that, the money not used in the first month(s) will be available for start-up funding. Rideout estimated that this will amount to around \$140,000. Oneida County will need \$15,765 to finish the remodeling of their offices. Cushing moved to pay Huotari Construction \$15,765 from the ADRC budget for the remodeling of the Oneida County ADRC office. Hammer seconded. All Ayes. Motion Carried.

**Suggested Agenda Items for Next Meeting:** Disability Benefit Specialist job description, Point of Service Contract, Interviews, Committees and Assignments

**Set Date & Time for Next Meeting:** The next meeting of the ADRC of the Northwoods Board will be Thursday, January 19, 2012 at 9:00 A.M. at a location to be determined. A strategic planning/board training meeting will be held on February 24, 2012 at 9:00 A.M. at the Keenan Street location.

**Adjournment:** With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 3:28 P.M.

**Handouts:** Minutes of the November 30, 2011 meeting; Regional Manager and ADRC Specialist job descriptions; draft of the Purchase of Services Contract with Oneida County; draft of Board of Directors Terms; revised ADRC of the Northwoods Annual Budget; timeline for Regional Manager Hiring, and Proposal from Huotari Construction, Inc. for remodel of Oneida County ADRC Offices.