

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

Thursday, August 15, 2013 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Gresser, Kortenhof, Krug, Millan, Platner, Price, Queen, Teichmiller

Members Absent: Chapman, Cushing (excused), Hammer, Ritchie (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); Anne Foster, ADRC Specialist, Mole Lake; Janet Weber, ADRC Specialist, Crandon; Mary Rideout, Oneida County Social Services Department Finance Services Manager.

Public Comment & Introductions: Introductions were made around the table.

Approval of Agenda: Kortenhof moved to approve the agenda with nineteen items; Gresser seconded. All Ayes. Motion Carried.

Approval of Minutes of the July 18, 2013 Board Meeting: Millan moved to approve the minutes of the July 18, 2013 Board Meeting; Queen seconded. All Ayes. Motion Carried.

Ritual: The Board and staff shared ADRC-NW success stories.

Consent Agenda – Financial Statements – June 2013: Under the consent agenda, Platner moved to accept subject to audit and to place on file the financial statements of June 2013; Queen seconded. All Ayes. Motion Carried.

Line Item Transfers: The Finance Committee recommended approval of the following line item transfers: Transfer \$284,677 from ADRC Revenue, GPR to Health/Dental Insurance \$2,000; Outreach/Marketing \$30,000; Employee Auto \$10,000; Taxable Meals \$1,500; Lodging & Travel \$1,500; Liability Insurance \$100; Internet Services \$5,000; Carryover Funds \$137,000; Office Equipment \$5,000; Forest County ADRC \$30,000; Audit, Miscellaneous, & Contingency \$62,577. Krug moved to approve the above line item transfers; Bix seconded. All Ayes. Motion Carried.

Time Reporting Regional Percentages: The Board then reviewed the Time Report showing a year-to-date average of 36.86%, well above the 32% necessary to fund the 2013 budget.

Education – Time Reporting In-Service: Janet Weber, ADRC Specialist from Crandon, then gave a presentation on time reporting. The ADRC-NW earns additional federal dollars when the time reporting percentages exceed those projected for the current budget (32%). These additional dollars then reduce the amount the State of Wisconsin has to provide for the operations of the ADRC-NW. The items that qualify for time reporting include education, training, resource coordination, outreach, and time travel to and from any of these activities. The ADRC-NW provides its employees with ongoing training to capture the maximum in federal time reporting monies.

2012 Annual Report & Plan of Action/Waiver Request: There were two issues noted in the annual report from the Office of Resource Center Development (ORCD). The first is that the ADRC-NW Board of Directors is not up to its full fifteen-member complement. The Board and Regional Manager are working on this. (See the “ADRC-NW Board of Directors Recruitment Package” and the “ADRC-NW Board Vacancies” items below.) The other is that one of the ADRC-NW Board Members (Tammy Queen) is a tribal employee, and this is in conflict with the ADRC-NW/State of Wisconsin ORCD contract. In order for Queen to remain on the Board, a waiver is needed from ORCD. The Executive/Personnel Committee recommended that the Board send a letter to ORCD requesting a waiver. Bix moved to authorize Parkkila to send a letter to Office of Resource Center Development requesting that Queen be allowed to remain on the Board; Millan seconded. All members of the Board voted “Aye” except Queen who abstained. Motion carried.

ADRC-NW Conflict of Interest Policy: The Board of Directors is required to review and sign off on the Conflict of Interest Policy on an annual basis. Parkkila will distribute the Policy to all Board Members and get their signatures.

ADRC-NW Board of Directors Recruitment Package: Materials for this item were not available at this time.

ADRC-NW Board of Directors Vacancies: Board Member Chapman submitted a letter of resignation citing an increased work load with the Lac du Flambeau Community. Planter moved to accept Chapman’s resignation; Queen seconded. All Ayes. Motion Carried. Parkkila will work with the tribal secretary and

Wendell Holt of the Great Lakes Inter-Tribal Council to find a replacement for Chapman and to get a tribal council member from the Sokaogon Chippewa Community.

ADRC-NW Credit Card Policy: Both the Executive/Personnel and Finance Committees recommended that the Board approve the proposed Credit Card Policy with one change: Parkkila will be the only authorized user of the credit card. Millan moved to approve the policy with that change; Queen seconded. All Ayes. Motion Carried. Rideout, acting as the Fiscal Agent, will do a monthly review on the use of the credit card.

Employee Handbook Proposal: After review, the Executive/Personnel committee recommended that the Board refer the draft Employee Handbook to the attorney for vetting. Grievance issues also need to be addressed in the policy; any other issues that need further explanation or amplification should be brought to the attention of the Regional Manager. Krug moved to send the draft Employee Handbook to the attorney for review; Millan seconded. All Ayes. Motion Carried.

Regional Manager's Report: 1) On August 20, 2013, The Forest County Board will be voting on a resolution to hire the part-time receptionist for the ADRC Satellite Office in that county. That position will also serve as an administrative assistant for the Regional Manager. 2) All ADRC Specialists are now certified to do functional screens. 3) Parkkila is looking at purchasing encryption software, allowing all employees to use the same software when confidential information needs to be sent over the Internet. 4) The Regional Supervisors will meet next Tuesday (August 20) to discuss marketplace issues in the new healthcare environment. 5) Parkkila sent out requests for proposals (RFPs) for marketing services from five firms, but three backed out. One proposal has already been received; another should be received within the next few days. The Program Evaluation Committee will review the proposals at their meeting on August 22, 2013. 6) The Board will be having training with Buck Rhyme in early October, so everyone should be thinking of strategic planning in terms of the needs of the community and how to set goals to meet those needs. 7) Starting next month Parkkila will be presenting a "dashboard" report each month on how many functional screens are done, how many home visits and contacts are made, and a synopsis of other activities performed by Staff. This will serve as a basis for planning purposes. 8) The ADRC-NW is now formally part of the Wisconsin Retirement System. Back contributions will be made from carryover funds, and regular payments into the program will begin next month. 9) The ADRC-NW will be setting up income continuation and life insurance packages with the Wisconsin

Retirement System in the very near future. 10) The Executive/Personnel Committee did an evaluation of the Regional Manager on August 8, 2013. A full report will be made to the Board in September. The next evaluation will be completed in late November or early December and will be a “360” evaluation, with Board Members, Staff, and some outside contacts making contributions to the evaluation.

Future Agenda Items: Adoption of the Employee Handbook, Wisconsin Retirement System programs

Set Next Board Meeting & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Thursday, September 19, 2013 at 1:00 P.M. It will be in Rhinelander.

Adjournment: With no further business, Bix moved to adjourn; Price seconded. All Ayes. The meeting was adjourned at 2:27 P.M.

Handouts: Minutes of the July 18, 2013 meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors; June 2013 Revenue/Expense report; June 2013 Time Report; 2012-2013 ADRC Federal & State GPR Revenue comparison; June 2013 Transactions; ADRC-NW Line-Item Transfers; draft Credit Card Policy, “Time Reporting in a Nutshell”, “Daily Activities Log”, “ADRC MA 100% Time Reporting 2/1/12”, ADRC-NW Conflict of Interest Policy, draft Personnel Policies & Procedures Handbook.