

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

Monday, December 14, 2015 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Korten Hof, Krug, McGeshick, Millan, Platner, Price, Teichmiller, Troyk, Tuckwell

Member(s) Absent: Peterson, Ritchie (excused)

Call Meeting to Order: Chair Millan called the meeting to order at 1:02 P.M. Also present were Janell Schroeder, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Angela Beauchaine, Financial Services Supervisor, Oneida County; Hollie Steinman, Terese Poe, and Don Meeder, Disability Benefit Specialists, ADRC-NW.

Public Comment & Introductions: The Disability Benefit Specialists were introduced to the Board.

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

Approval of November 13, 2015 Minutes: Troyk moved to approve the minutes of the November 13, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; Platner seconded. All Ayes. Motion carried.

Consent Agenda: A. Financial Statements – October 2015

B. Time Reporting – October 2015

C. Audit of Payments/Line Item Transfers

Cushing moved to approve the Consent Agenda as presented; Hammer seconded. All Ayes. Motion Carried.

2016 Fiscal Agent Contract: Price moved to accept the 2016 Fiscal Agent Contract with Oneida County; Hammer seconded. All Ayes. Motion Carried. All Ayes. (NOTE: The cost of this contract dropped from \$57,000 in 2015 to \$40,000 in 2016.)

Staff Presentation – Disability Benefit Specialists (Poe, Steinman, Meeder): The Disability Benefit Specialists explained what they can do for their customers as well as what they cannot do. Their target population consists of individuals who are between 18 and 59 years of age who have disabilities. There are no waiting lists for their services.

Extension of ADRC-NW Board Member Terms (Cushing, Krug, Ritchie, Gresser, and Platner): Bix to extend the Board Member terms of Cushing, Gresser, Krug, Platner, and Ritchie through December 2018; Teichmiller seconded. All Ayes. Motion Carried.

Board of Directors Self-Evaluation: Copies of the Board of Directors Self-Evaluation were passed out to all Board Members. Bix stated that they are due no later than January 4, 2016 so that the results can be presented at the January 8, 2016 Board Meeting.

2016 Strategic Plan: There will be a separate meeting for the Board to work on revising and updating the strategic plan for 2016. Schroeder and Bix will eliminate those items from the past plans that are completed and make suggestions for items to be added. Schroeder will work on finding a suitable off-site location for the meeting.

Possible Contract/Personnel Changes: There are a number of issues with serving the Mole Lake and Potawatomi offices. Schroeder will be meeting with tribal representatives on December 16, 2015 to discuss these issues. She will report back on possible changes in ADRC-NW staffing to resolve these issues.

2016 Meeting Schedule/Possible Changes: Schroeder will develop a calendar for 2016 meetings. It was suggested that the meetings start earlier in the day.

Regional Manager Report: 1) Schroeder and Bix are going through the Employee Handbook to suggest possible revisions concerning sick leave, mileage, vacations. This will be brought back to the Board for consideration at the January or February meeting. 2) Schroeder has requested a complete inventory of ADRC-NW equipment in all offices. 3) The ADRC-NW is paying for 10% of the Lac du Flambeau secretary. Schroeder will check into why this is so since the Board did not approve this payment. 4) There will be approximately \$120,000 in budget surplus for 2015, and Schroeder is working on a request for carryover funds. The request will include funds for the Limited-Term Employee to cover the Minocqua area and fill in at the Rhinelander office. Also requested are funds for developing dementia-friendly community activities, memory care, and office equipment. Schroeder would also like to increase the ADRC-NW Administrative Assistant's hours from 28 to 35 hours per week so that she can answer the telephone rather than taking ADRC Specialists out of the field for this purpose. Extra money for marketing and increased training budgets for employees and Board members will also be requested.

Letters & Communications: There were none.

Board Member Report Community Feedback: Tuckwell reported that the Care for the Caregiver program at the Minocqua Public Library was very well received with fifteen people attending. A neighbor is caring for a 98-year-old parent and needed assistance but was getting the runaround from various agencies. The caregiver went to the ADRC and got all the information needed.

Future Agenda Items: Board Self-Evaluation, 2016 Strategic Plan, Meeting Schedule/Possible Changes, Employee Handbook, Lac du Flambeau Secretary Wages, Carryover Funds Request

Confirm Next Meeting Date, Time, & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be January 8, 2016 in Rhinelander. The time will be determined at a later date.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:43 P.M.

Handouts: Minutes of the November 13, 2015 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; October 2015 Revenue/Expense Report; 2014-2015 Federal & State GPR Revenue Comparison; October 2015 Transaction Activity Report; October 2015 Time Report; Fiscal Agent Contract; Disability Benefit Specialist – Summary Report; Disability Benefit Specialist Program – Summary Report; ADRC-NW Disability Benefit Specialist Program brochure; Board of Directors Self-Evaluation; Board Meeting Costs Summary; 2016 ADRC of the Northwoods Budget Worksheet.