

AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS BOARD OF DIRECTORS

Wednesday, February 16, 2012 – 9:00 A.M.

The Human Service Center – 705 East Timber Drive, Rhinelander, Wisconsin

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

Members Absent:

Kroll, Maki, Peterson, Price (Excused)

Call Meeting to Order: Chair Teichmiller called the meeting to order at 9:04 A.M. Also present were Joe Fortmann, Vilas County Department on Aging Director, Wendell Holt – Great Lakes Intertribal Council, Dianne Jacobson, Oneida County Department on Aging Director; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Sherry Schuelke, Regional Quality Specialist, Office for Resource Center Development, State of Wisconsin; and Marcus Nesemann of the Northwoods River News.

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

Approval of the Minutes of the 1/9/12 Selection Committee Meeting, 1/19/12 Board Meeting, 1/24/12 and 2/3/12 Executive Committee Meetings: Millan moved to approve the minutes of the January 9, 2012 Selection Committee meeting, the January 19, 2012 ADRC Board Meeting, and the January 24, 2012 and February 3, 2012 Executive Committee Meetings. Hammer seconded. All Ayes. Motion Carried.

Move to Close Session under Sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Bix moved to go into close session under Sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which this body has jurisdiction or responsibility. Cushing seconded. Roll Call: Bix – Yes; Cushing – Yes; Gresser – Yes; Hammer – Yes; Kortenhof – Yes; Krug – Yes; McGeshick – Yes; Millan – Yes; Queen – Yes; Ritchie – Yes; Teichmiller – Yes. Yes – 11; No – 0; Absent - 4. The Board went into Closed Session at 9:09 A.M.

Return to Open Session: Cushing moved to return to Open Session; Bix seconded. All Ayes. The Board returned to Open Session at 9:40 A.M.

Regional Manager Position: Cushing moved to offer the position of Regional Manager to Pam Lin Parkkila; Queen seconded. All Ayes. Motion Carried.

Contract with Oneida County for Regional Manager Benefits: Millan moved to have Teichmiller sign the contract with Oneida County for the regional manager benefit package once it is approved by the Oneida County Board. Gresser seconded. All Ayes. Motion Carried.

Authorization to Secure Worker's Compensation Insurance & Authorization to Secure Board Liability Insurance: Cushing moved to authorize ADRC Board Chair Teichmiller to secure Worker's Compensation Insurance and Board Liability Insurance. Hammer seconded. All Ayes. Motion Carried.

Approve Financial Reports & Payments: The Board reviewed the February 16, 2012 Revenue/Expense Report. Because of the delayed starting of the various satellite offices, the ADRC of the Northwoods will receive an estimated \$34,426 less than originally allocated. The Board was advised that the budget should be considered a fluid document with line items being changed on an as-needed

basis. Cushing moved to authorize Chair Teichmiller to review and sign off on bills to be paid until such time as a Finance Committee is appointed and approved. Millan seconded. All Ayes. Motion Carried.

Report on Implementation Team Activities: Chair Teichmiller thanked members of the Implementation Team (Joe Fortmann, Dianne Jacobson, Diane Niggemann, Wendell Holt, Chuck Sekel) for their work on the following items: working on signage, getting a waiver to pay the Crandon office, setting up a schedule for the various satellite offices to open, securing remodeling plans and bids, developing specifications for computers and software, working on telephone and Internet access issues, developing service agreements with the various jurisdictions, setting up training for the ADRC Specialists (March 29, 2012), developing the Disability Benefit Specialist job description and hiring procedures, developing the Web site, and finding a location for the Regional Manager's office.

Job Description – Disability Benefit Specialist: Krug moved to approve the Disability Benefit Specialist job description; Cushing seconded. Cushing then moved to substitute the words "ADRC Regional Manager" for "local ADRC supervisor" in the last paragraph and add the words "and supervision" to the end of the last paragraph. Hammer seconded. All Ayes. The motion to amend carried. All Ayes. The motion to approve the job description as amended carried.

Authorization to Proceed with Search/Hire Disability Benefit Specialist: Krug moved to have Chuck Sekel, Wendell Holt and the new Regional Manager Pam Parkkila post the Disability Benefit Specialist position, review applications, and recommend an applicant to the ADRC Board for confirmation. The area DBS Program Attorney will be asked to participate. Queen seconded. All Ayes. Motion Carried.

Jurisdictional Contract/Memorandum of Agreement for Services: A Memorandum of Agreement for Services (MOA) is being proposed for each jurisdiction in the ADRC of the Northwoods. This MOA would set out the duties and responsibilities of each satellite office but would be fluid, tailored to each jurisdiction. The MOA was not available for review at this time. Cushing moved to approve the Memorandum of Agreement for Services; Millan seconded. Motion Carried. The following Board Members wished to record "No" votes because the agreement was not available for review before the vote: Bix, Krug, McGeshick. Chair Teichmiller will distribute the MOA to all Board Members when it becomes available.

Branch Offices – Remodeling of Vilas, Furniture/Furnishings, Telephone System, Internet Systems, Computers, and Start-Up Timetable: Fortmann reported that he has been working with each jurisdiction to ensure that the telephone systems and Internet access will enable all the satellite offices to communicate with each other. Bix asked if Taylor County had been contacted since they are installing a new telephone system at this time; Fortmann replied that they had. Bix also asked if Frontier could set up Internet access for Taylor County, and Fortmann stated that they could. Millan moved to budget an amount not to exceed \$22,000 for telephone systems and Internet access, an amount not to exceed \$23,000 for computers and related items, and an amount not to exceed \$40,000 for furniture. Hammer seconded. All Ayes. Motion Carried.

Vilas County will be leasing space from a private contractor who insists on doing the remodeling. The Aging Department and the ADRC will be located in the same building. Schuelke told the Board that Vilas County must rent the space and have the ADRC rent from Vilas County and not the other way around. Cushing moved to approve the expenditure of \$15,000 to remodel ADRC space for Vilas County. Hammer seconded. All Ayes. Motion Carried.

The 2012 start-up schedule is as follows:

Forest County – January 1 (started on time)
Oneida County, Taylor County, Forest County Potawatomi and Sokaogon Chippewa – April 2
Vilas County and Lac du Flambeau – May 1

Jacobson then asked if the Oneida County Aging Department needs to provide office space for the Regional Manager as of March 1, 2012. Teichmiller responded, "Yes".

Long-Term Care District Resolution Update: Taylor County approved entering into the Long-Term Care District on Monday, February 13, 2012. Two other counties and all three tribal jurisdictions had previously approved joining. Forest County will vote on the issue on Tuesday, February 21, 2012.

Board Training: The Board Training scheduled for Tuesday, March 6, 2012 is now re-scheduled for Thursday, March 22. There will be a Board meeting starting at 9:00 A.M. with the training scheduled to begin at 10:00 A.M. The meeting will be held at The Point in Minocqua.

Set Next Board Meeting Date & Place: See "Board Training" above.

Adjournment: With no further business, Bix moved to adjourn the meeting; Hammer seconded. All Ayes. The meeting was adjourned at 10:57 A.M.

Handouts: January 9, 2012 ADRC Selection Committee minutes; January 19, 2012 ADRC Board minutes; January 24, 2012 ADRC Executive Committee minutes; February 3, 2012 ADRC Executive Committee minutes; "Offer of Employment – Pamela Pakkila (sic)"; ADRC of the Northwoods Revenue/Expense Report of 2/16/2012; Position Description – Disability Benefit Specialist.