

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

Thursday, May 17, 2012 – 1:00 P.M.

Oneida County Department on Aging – 100 West Keenan Street, Rhinelander,
Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer, Krug, Millan, Price, Queen,
Ritchie, Teichmiller.

Members Absent: Kortenhof. McGeshick has formally announced his
resignation from the Board of Directors.

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:02
P.M. Also present were Pam Parkkila, Regional Manager of the ADRC of the
Northwoods, and Mary Rideout, Oneida County Social Services Department
Financial Services Manager.

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

**Approve of the Minutes of the April 12, 2012 Board Meeting and the April 12,
2012 Executive Committee and the May 4, 2012 Executive Committee**

Minutes: Hammer moved to approve the minutes of the April 12, 2012 Board
meeting; Millan seconded. All Ayes. Motion Carried. Millan moved to approve
the April 12, 2012 and May 4, 2012 Executive Committee Minutes; Bix seconded.
All Ayes. Motion Carried.

Public Comment: There was no public comment.

Approval of Lac du Flambeau Jurisdictional Board Appointment: Mary
Peterson formally resigned from the Board of Directors to take the Information &
Assistance (I&A) position with the Lac du Flambeau ADRC. Eric Chapman has
been proposed to replace her as the Lac du Flambeau Representative. Ritchie
moved to accept the appointment of Eric Chapman as the Lac du Flambeau
Jurisdictional Board Member; Queen seconded. All Ayes. Motion Carried.

Financial Report: Rideout presented the Revenue/Expense Report, a summary of
the year-to-date Startup Costs, and a 2012 Budget Projection. Our year-to-date
time reporting for federal funding is lower than original projected; however, with
our late startup dates, there should be no problem having adequate funding for all

2012 operations. As our satellite offices open and our staff becomes more conversant with 100% time reporting, our federal funding levels should increase to originally estimated levels. Millan moved to receive the financial reports and place them on file; Hammer seconded. All Ayes. Motion Carried.

Lease for Eagle River ADRC Office: The Vilas County Commission on Aging has leased office space for its operations and will be subletting space to the Eagle River ADRC satellite office. The ADRC will pay 42% of the rent and monthly expenses for the space. The rent will amount to \$693/month ($\$1650 \times .42$), but the expenses will be determined on a month-to-month basis. Krug moved to accept the sublet for the ADRC Eagle River satellite office at the rate of \$693/month plus 42% of the monthly expenses. Hammer seconded. All Ayes. Motion Carried.

Regional Manager Update: Parkkila will be issuing bi-weekly reports to the Board instead of the current weekly reports. Signage is being set up for the Eagle River, Forest County Potawatomi, Lac du Flambeau, Rhinelander, and Medford offices. Furniture either has been or is being ordered for all offices as needed.

One person has accepted the Information & Assistance (I&A) position in Eagle River and has already finished training. An interview with another individual is being arranged. Things are set for the ADRC to move into the newly remodeled offices on May 23.

Three people have been hired to fill the Rhinelander satellite office starting June 18. Training for these employees is set for June 20.

Forest County has been up and running since January 1. The Forest County Potawatomi is being asked for permission to use their IT lines, and this is expected to be granted. Applications are being reviewed prior to interviews being set up for that office. Mary Peterson has been hired as the I & A worker at the Lac du Flambeau office.

Frontier is working with TDS to set up the phone lines in Medford. An offer is being readied for two employees there.

Computers are being loaded for all offices, including two for the Regional Office. Parkkila is exploring the possibility of setting up our own domain and a separate Web site. She has been attending state-wide meetings. The Office of Resource Center Development (ORCD) is focusing on maintaining sustainability for the

ADRCs and expanding Family Care as a cost-effective alternative for the current system of waiver programs.

Several members of the Board attended the Long-Term Care Advisory Committee in Merrill to discuss the efficiencies and inefficiencies of long-term care in Wisconsin. Transportation has been identified as the major problem in the area north of Stevens Point.

Regional Office Policies & Procedures – Conflict of Interest, Information and Assistance, Confidentiality Policy and Staff Agreement, Complaint and Appeal Policy and Procedures: Millan moved to approve the following policies related to customer rights: Complaint and Appeal Policy and Procedure, Confidentiality Policy and Staff Agreement, Information and Assistance Follow Up, and Conflict of Interest. Hammer seconded. All Ayes. Motion Carried.

Board Grievance Policy and Procedure: Act 10 requires governmental entities to have grievance procedures to handle employee issues because these issues are no longer covered by collective bargaining contracts. The policies adopted today cover only the individuals employed by the ADRC of the Northwoods. The other employees are covered by the policies and procedures adopted by the counties that employ them. Cushing moved to approve the Employee Grievance Policy: Terminations/Discipline and Workplace Safety; Krug seconded. All Ayes. Motion Carried.

Wisconsin Retirement System Resolution: In order to participate in the Wisconsin Retirement System, the ADRC of the Northwoods must request permission to participate in the program. Cushing moved to authorize the submission of a RESOLUTION to the WISCONSIN RETIREMENT SYSTEM requesting permission to participate in the SYSTEM pursuant to Wis. Stats. 40.21 and 40.22 beginning on January 1, 2013. Bix seconded. All Ayes. Motion Carried.

Board Committee Structure & Board Committee Assignment: Cushing moved to establish three standing committees for the ADRC of the Northwoods Board of Directors: Executive/Personnel, Finance, and Program Evaluation. The motion went on to assign the following individuals to these committees: Executive/Personnel – Teichmiller (Chair), Millan (Vice Chair), Bix (Secretary), Ritchie, and Chapman; Finance – Krug (Chair), Cushing (Vice Chair), Queen, and two Board Members to be named; Program Evaluation – Hammer (Chair), Price

(Vice Chair), Kortenhof, Gresser, and one Board Member to be named later. Millan seconded. All Ayes. Motion Carried.

Closed Session: Bix moved to go into Closed 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, Krug - Yes, Millan - Yes, Price - Yes, Queen - Yes, Ritchie - Yes, Teichmiller - Yes. Yes – 10; No – 0. Motion Carried. The Board went into Closed Session at 2:33 P.M.

Move into Open Session to Consider any Matters from Closed Session: Cushing moved to return to Open Session; Millan seconded. All Ayes. The Board reconvened in Open Session at 2:46 P.M. The following actions were then taken:

Queen moved to confirm the offer of the Disability Benefit Specialist position at an annual salary of \$42,500 to Don Meeder and to reimburse Meeder for 40 hours of online training before his start date of June 21. Cushing seconded. All Ayes. Motion Carried.

Cushing moved to offer the Information & Assistance positions in Taylor County to two specific individuals at an annual salary of \$48,756; Hammer seconded. All Ayes. Motion Carried.

Queen moved to ask Forest County to employ the two I & A workers in Taylor County with the proviso that the ADRC of the Northwoods would be responsible for any Unemployment Compensation costs; Ritchie seconded. All Ayes. Motion Carried.

Cushing moved to provide Parkkila, Meeder, and the two Taylor County employees with three weeks of paid vacation; Hammer seconded. All Ayes. Motion Carried.

Queen moved to ask Vilas County to reclassify its two I & A positions to get their wages more in line with those of the other counties employing I & A workers in the ADRC of the Northwoods; Ritchie seconded. All Ayes. Motion Carried.

Queen moved to have Parkkila be the supervisor of Mary Peterson at the Lac du Flambeau office. Gresser seconded. All Ayes. Motion Carried.

Board Training: The next meeting of the Board will consist of a one hour business meeting at 9:00 A.M. followed by board training until approximately 2:00 P.M. Training will be provided by Buck Rhyme at The Point in Minocqua.

Suggested Agenda Items for Next Board Meeting: Training on the Open Meetings Law will be provided at a future Board Meeting.

Set Next Board Meeting Date & Place: The next meeting of the ADRC of the Northwoods Board of Directors will be Thursday, June 21, 2012 at 9:00 A.M. and will be held at The Point Hotel and Conference Center in Minocqua.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 2:51 P.M.

Handouts: ADRC Board Minutes of April 12, 2012; Executive Committee Minutes of April 12, 2012 and May 4, 2012; Salary and Fringe Chart; Policies and Procedures: Conflict of Interest, Information and Assistance, Confidentiality and Staff Agreement, Complaint and Appeal; Board Grievance Policy and Procedure; ADRC of the Northwoods Revenue and Expense Report; Year-To-Date Start Up Cost Report; ADRC 2012 Budget Projection; ADRC of the Northwoods Committee Structure and Appointments.