

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

Thursday, August 16, 2012 – 1:30 P.M.

Rhineland Satellite Office, 100 West Keenan Street, Rhineland, Wisconsin

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

Members Absent: Chapman

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:36 P.M. Also present were Julie Schroeder, Office of Resource Center Development, State of Wisconsin; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Sherry Schulke, Regional Quality Specialist, Office of Resource Center Development, State of Wisconsin; Pam Parkkila, ADRC-NW Regional Manager, and Marcus Neseemann, Northwoods River News.

Public Comment & Introductions: Introductions were made. There was no public comment.

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

Approval of the Minutes of the 07/19/12 Board Meeting: Hammer moved to approve the minutes of the July 19, 2012 Board Meeting; Cushing seconded. All Ayes. Motion Carried.

Board Evaluation Tool: There were several changes proposed by the Program Evaluation Committee. It was decided to have the changes made to the form and present it at the next Board Meeting for approval. No Action Taken.

Board Job Description: The Program Evaluation Committee recommended that the revised Board Job Description with minor changes be approved by the full Board. Gresser moved to approve the Board Job Description as presented by the Program Evaluation Committee; Millan seconded. All Ayes. Motion Carried.

Bylaw Change for Board Member Reimbursement for Travel & Training Expenses: The Finance Committee recommended that a change be made to the ADRC-NW Bylaws. Hammer moved to approve the following amendment to the ADRC-NW Bylaws: All ADRC-NW Board Members who attend ADRC-NW

Committee Meetings, Conferences, and/or Training are eligible for per diem and travel expense reimbursement. In the event that extended travel is required, ADRC-NW Board Members will be paid consistent with the ADRC-NW Employee Expense Reimbursement Policies and Procedures. Korten Hof seconded. All Ayes. Motion Carried.

Recruitment Plan to Fill Vacant Board Member Positions: The Sokaogon/Chippewa Tribal position is vacant, as are two other positions on the Board. Contact will be made with a member of the Sokaogon/Chippewa Tribe to obtain an appointment of a tribal member to the ADRC-NW Board. Advertising for the other Board Member positions will be initiated.

Financial Report

Approval of Web Site Development Bid & Approval of Increased Budget for Regional Office Furniture Needs: Parkkila received four bids for the development of a Web site for the ADRC-NW: Poco \$1,150; GilMoore \$1,260-1,800; Five Sparrows \$2,050-3,175; Moore \$4,000-7,000. Poco has worked with Vilas County and the Lac du Flambeau Tribe and comes recommended by them. The firm has also had experience with our current Web site. The Finance Committee reviewed these bids and recommended going with Poco in an amount not to exceed \$2,000. Approximately \$2,600 was spent furnishing the Mole Lake office. However, the ADRC-NW still needs conference tables, cabinets for storage, a workstation, display board, color copier, color scanner, and other items for the various satellite offices. The Finance Committee recommended that \$10,000 in the Start Up Budget be transferred to the furniture line-item, resulting in a total of \$50,000 in that line-item. Cushing moved to accept the Web site development bid from Poco in an amount not to exceed \$2,000 and to transfer \$10,000 in the Start Up Budget to the furniture line-item. Queen seconded. All Ayes. Motion Carried.

Julie Schroeder, Office of Resource Center Development - 2012 & 2013

ADRC-NW Budget Discussion: Schroeder explained that the 2012 budget for the ADRC-NW is \$1,249,534. Of that amount, \$819,663 is a guaranteed GPR allocation and \$80,000 is a guaranteed multi-county bonus that is also from GPR funds. The remaining \$349,871 will be obtained from federal funds earned through 100% time reporting. Although the ADRC-NW's projected rate of retrieval through time reporting is 28%, the statewide average is actually 38%. Any amounts received over the \$349,871 may be used for increased services by the ADRC-NW during the year those funds are earned. Unspent money at the end of the year will be retained by the State, although the ADRC-NW can request that the

funds be carried over through the next year. Time reporting reimbursement is retrieved primarily through the work of the Information & Assistance Workers and the Disability Benefit Specialists. Only if an ADRC is part of the county's Commission on Aging (or Department on Aging) can the Elderly Benefit Specialist's work be eligible for time reporting reimbursement for an ADRC. Since GPR funds account for only 72% of the ADRC-NW's budget, time reporting is extremely important. Revenue from time reporting from the Forest County operation is down from last year. This issue is being addressed and should be rectified soon.

Regional Manager's Report: Parkkila reported that the Open House for the Rhinelander Satellite Office was very well attended with over 300 people touring the facility. She also reported that the sign project for the various satellite offices is almost complete. She will be scheduling time with Amber Fallos, the new Director of the Taylor County Human Services Department to facilitate the ADRC-NW and that department working together in the future. She also hopes to have all the Memoranda of Understanding completed soon since they are waiting only for jurisdictional budgets. Work on the 2013 budget for the ADRC-NW will be starting soon.

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Board of Directors will be Monday, September 17, 2012 at 1:00 P.M. The next meeting of the ADRC-NW Finance Committee will be Monday, September 17, 2012 at 12:00 Noon. Both meetings will be at the Rhinelander Satellite Office.

Adjournment: With no further business, Hammer moved to adjourn; Ritchie seconded. All Ayes. The meeting was adjourned at 2:49 P.M.

Handouts: Aging & Disability Resource Center of the Northwoods Board of Directors Meeting of July 19, 2012 Minutes; Start-Up Budget through August 15, 2012; Revenue/Expense Report for June 2012; Proposed Board Evaluation Tool, Proposed Board of Directors Job Description; amendment to ADRC-NW Bylaws; Aging & Disability Resource Center Funding (prepared by Julie Schroeder, ORCD); Web site Development quotes.