

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

Monday, September 17, 2012 – 1:00 P.M.

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

Members Present: Bix, Chapman, Cushing, Gresser, Hammer, Kortenhof, Krug, Millan, Queen, Ritchie, Teichmiller. Price arrived at 1:15 P.M. Millan left at 1:55 P.M.

Members Absent: None

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:05 P.M. Also present were Aging & Disability Resource Center of the Northwoods (ADRC-NW) Regional Manager Pam Parkkila; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Mary Platner, proposed member of the ADRC-NW Board; Don Meeder, Disability Benefit Specialist, ADRC-NW; Geri Heppe, Julie Wolf, and Laura Javenkoski, ADRC-NW Rhinelanders Satellite Office Specialists.

Public Comment & Introductions: Introductions were made all around.

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

Approval of the Minutes of the August 16, 2012 Board Meeting: Hammer moved to approve the minutes of the August 16, 2012 Board Meeting; Cushing seconded. All Ayes. Motion Carried.

New Citizen Member Representing Older Americans – Mary Platner: Platner is a former Vilas County Board Supervisor, a former member of the Vilas County Commission on Aging, and a former member of the Vilas County aging and disability resource center internal planning committee. She was recommended by the Executive/Personnel Committee. Hammer moved to accept Platner onto the ADRC-NW Board of Directors and to allow her to immediately participate in the Board meeting; Krug seconded. All Ayes. Motion Carried.

Introduce ADRC Specialists - Rhinelander Satellite Office: Geri Heppe, Julie Wolf, and Laura Javenkoski, the ADRC Specialists in the Rhinelander Satellite Office, were introduced to the Board.

Regional Manager Revised Job Description: The Executive/Personnel reviewed the proposed change to the Regional Manager Job Description and decided further work was required. No Action Taken.

Regional Manager Evaluation Tool: Because the Revised Job Description was not approved, the Evaluation Tool was not discussed or recommended by the Executive/Personnel Committee. No Action Taken.

Budget Allocations & Line Item Transfers: The following items were discussed by the Finance Committee and recommendations made.

Legal Fees: Krug moved to approve the following line item transfers: \$10,000 from Health and Dental to Legal Services; \$400 from Wages to Lodging, Misc. Travel; and \$10,000 from Taylor County to Start-up Costs. Cushing seconded. All Ayes. Motion carried.

Computer Equipment: Parkkila requested \$25,000 to purchase additional laptops for the ADRC Specialists to use outside the office; docking stations for the laptops; privacy screens; dual monitors for the offices; a conference telephone system; portable projectors and screens; portable scanners/printers, and shredders. The Finance Committee approved having Parkkila get a list of all the equipment needed in an amount not to exceed \$25,000 and present it to Board Chair Teichmiller and Finance Committee Chair Krug for approval. Once they approve the expenditures, Parkkila can proceed with the purchases. Cushing move to proceed on this basis; Hammer seconded. All Ayes. Motion Carried.

Regional Manager, Staff, Board, & Supervisor Training: Parkkila proposed that the ADRC-NW contract with Buck Rhyme of RR Consulting Group for ongoing training with the ADRC-NW staff and satellite supervisors, as well as providing ongoing consultations with Parkkila. The cost of this would be \$9,400. Hammer moved to approve \$9,400 to hire Buck Rhyme of RR Consulting Group to provide ongoing training and consultation with ADRC-NW staff, satellite supervisors, and the regional

manager. The funds will come from overages in various line items. Gresser seconded. All Ayes. Motion Carried.

Office Equipment: See "Computer Equipment" above.

Computer Equipment: See "Computer Equipment" above.

Upgrade to Current Phone System: The phone system continues to be problematic. The \$16,000 payment for installation will continue to be withheld from Frontier until a satisfactory resolution is made to the various problems. Teichmiller will work with Frontier on this issue.

Date Entry: In order for the SAMS-IR resource directory to be fully functional for the ADRC-NW service area, resources need to be input into the system. Parkkila proposed that the ADRC-NW hire a data entry person from a temp agency to set up the SAMS-IR resource directory at a cost of \$22.50 for 80 hours. Cushing moved to contract with a temp agency for a data entry person at a cost not to exceed \$2,000; Queen seconded. All Ayes. Motion Carried.

Consultant for Phone System: In view of the ongoing problems with the Frontier telephone system, Cushing moved to proceed with getting a consultant for the telephone system; Hammer seconded. All Ayes. Motion Carried.

Review Needed Updates Pertaining to ADRC-NW Contract: There is no need for updates to the ADRC-NW Contract at this time. However, it will be necessary to obtain copies of the enabling resolutions from each of the seven jurisdictions to present to the Wisconsin Retirement System before the ADRC-NW can be included in their pension system. This is being done, and four of the seven resolutions have been obtained.

2013 Budget Process: Rideout informed the Board that the same funds will be available from Federal and State sources as were received for 2012 with the exception of \$20,000 in additional funds that were allocated in 2012 for legal expenses. The amount available will be \$1,384,097. She will present a proposed budget at the October meeting.

Report on LTC Advisory Committee Meeting Reports: Bix, Cushing, Gresser, Kortenhof, Queen, and Ritchie attended the Long-Term Care Advisory Committee meeting in May. They reported on the issues that arose at that meeting: transportation, marketing, cooperation among Human/Social Services Departments and ADRCs, and developing community networks, among many other things. Those attending thought the meeting was very beneficial and hope another will be scheduled for next year.

Regional Manager's Report: Parkkila reported that all staff are set up for training on the SAMS-IR system. She will be meeting with the Director of the Taylor County Human Services Department on September 18. The Vilas County Social Services Department is cooperating in sending referrals to the ADRC-NW in a timely manner. Open House for the Taylor County Satellite Office will be Tuesday, October 9, 2012 from 3-6:00 P.M. A regional supervisors meeting is scheduled for October 31 and will include regional managers from other ADRCs in the State. All staff are certified to perform functional screens except the two new hires, and the ADRC-NW staff in Rhinelander should be ready to do independent functional screens very shortly.

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Board of Directors will be Monday, October 15, 2012 at 1:00 P.M. It will be held in Medford.

Adjournment: With no further business, Cushing moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:20 P.M.