

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

Monday, December 10, 2012 – 1:00 P.M.

Spruce Room – 100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Chapman, Cushing, Gresser, Kortenhof, Krug, Millan, Platner, Price, Queen, Ritchie (arrived at 1:10 P.M.), Teichmiller

Members Absent: Hammer

Call to Order: Chair Teichmiller called the meeting to order at 1:00 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW) and Mary Rideout, Oneida County Social Services Department Financial Services Manager.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the November 15, 2012 Board Meeting: It was noted that Price was an excused absence at the November Board Meeting. Cushing moved to approve the minutes of the November 15, 2012 Board Meeting with that change; Krug seconded. All Ayes. Motion Carried.

Approve New Board Member - Jean Thoms: Millan moved to approve Jean Thoms to the Board of Directors representing the Physically Disabled population; Gresser Seconded. All Ayes. Motion Carried.

Board Appointments – Expiring Terms: When the Board of Directors was originally constituted, Board Member terms were staggered so that not all Board Members would be finishing their terms at the same time. As of December 31, 2012, the terms of Cushing, Krug, Queen, and Platner will be expiring. Bix moved to approve appointment of Cushing Krug, Queen, and Platner to three-year terms beginning on January 1, 2013 and ending on December 13, 2015. Chapman seconded. All Ayes. Motion Carried.

Proposed Change in ADRC-NW Bylaws – Temporary Quorum

Appointments: On occasion, a Committee Meeting may lack a quorum. It was felt that the Board of Directors Chair or the Committee Chair should be allowed to

appoint a temporary Committee Member for the purpose of establishing a quorum. Cushing moved to approve the following amendment to the Bylaws: In the event that a quorum is not present at a Committee Meeting, the ADRC-NW Board Chair or the Chair of the Committee may temporarily appoint a member of the ADRC-NW Board to serve as a member of that Committee to ensure a quorum. Queen seconded. All Ayes. Motion Carried. (NOTE: The necessary five-day advance notification for a Bylaw Amendment was observed.)

ADRC-NW Board Job Description: Each Board Member received a copy of the previously approved Board of Directors Job Description. Each Member was asked to review the Job Description and be prepared to sign it at the next Board Meeting.

ADRC-NW Board of Directors Evaluation Tool: The Program Evaluation Committee put together a self-evaluation tool to assess the Board's performance over the course of the past year. Part I consists of each member's opinions of the Board as a whole, and Part II consists of each member's opinion on how they as individuals are performing in their Board roles. Price moved to approve the self-evaluation tool for use by the Board in assessing performance over the past year; Cushing seconded. All Ayes. Motion Carried. Board Members are asked to complete the form and hand it in at the next meeting of the Board in January. It will then be collated, and the results shared with the entire Board at the February meeting. Board Members are not required to sign the evaluation before submitting it. Chair Teichmiller thanked the Program Evaluation committee for their work on this evaluation tool.

Financial Statements – October 2012: The Finance Committee previously approved the financial statements for October 2012. The Board reviewed the September Revenue/Expense Report. Expenditures are well within the budget for 2012. The Board received for its review October vouchers in the amount of \$108,611.33. On the 100% Time Reporting Summary, the cumulative figure of 32.99% through October 2012 is above the 32% necessary to fully fund the budget.

Budget Re-allocations: Since Taylor County is not the employer of record for the two ADRC Specialists located in the Medford Satellite Office, the \$175,430 currently allocated for that office can be used to fund line item transfers. It was recommended by the Finance Committee that certain budget re-allocations be made to reflect current expenditures within the 2012 budget. Ritchie moved to transfer \$53,000 from the Taylor County Satellite Office line item to Start Up Costs in the amount of \$25,000; Contracted Services in the amount of \$16,000;

Outreach/Marketing in the amount of \$10,000, and Lodging and Miscellaneous Travel in the amount of \$2,000. Krug seconded. All Ayes. Motion Carried.

Equipment Purchases: At the September meeting, \$25,000 was allocated for the purchase of various items of equipment. So far, Parkkila has spent \$8,289.37. Additional purchases will be made from the balance of the \$25,000 and must at least be ordered before the end of the year to be included in the 2012 budget.

Carryover Funding 2013: Parkkila will be asking the Office of Resource Center Development to carryover funds from 2012 to the 2013 budget. The funds would cover the following purchases: a teleconferencing system - \$30,000; marketing consultant services, materials, ads, events, Web site - \$45,000; large “Smart Board” in Rhinelander and small “Smart Board” in Crandon - \$15,000; full-time receptionist in the Crandon Satellite Office - \$39,500; part-time receptionist in the Medford Satellite Office - \$16,640; legal fees related to Memoranda of Understanding among the various ADRC-NW jurisdictions - \$15,000; Board of Directors training - \$6,000; Regional Supervisor training \$6,000; additional furniture needs - \$20,000; IT equipment for the various offices - \$20,000. The Finance Committee asked Parkkila to make every effort to purchase the furniture and IT items before the end of the year to have them included in the 2012 budget. The Finance Committee recommended that the Board of Directors approve the Carryover Funding Requests as presented, to have Parkkila make every effort to purchase the furniture and IT items before the year of the year, and to allow Board of Directors Chair Teichmiller together with Finance Committee Chair Krug to authorize the expenditures. Cushing moved to approve the Carryover Funding Requests as recommended by the Finance Committee; Ritchie seconded. All Ayes. Motion Carried.

Wisconsin Retirement Application Update: The ADRC-NW has been accepted by the Wisconsin Retirement System. However, approval must still come from the Social Security Administration. It is hoped that that acceptance will come soon so that the ADRC-NW can buy back retirement contributions in the 2012 budget year without additional paperwork.

Phone System Update: The ADRC-NW will be eliminating TTY/TTD in favor of Wisconsin Relay because of the cost. A new contract in the amount of \$7,258.61 has been recommended by the telephone consultant and should solve the current telephone issues. Cushing moved to approve an additional contract with Frontier in the amount of \$7,258.61; Krug seconded. All Ayes. Motion Carried.

ORCD Audit: At the December 4, 2012 Executive/Personnel Committee meeting it was reported that “Sherry Schuelke, State of Wisconsin Regional Quality Specialist, met with Parkkila to perform the annual Office of Resource Center Development audit.” Parkkila reported that this was incorrect. The audit will be done after the end of 2012. It will consist of a programmatic section and a fiscal section.

Regional Manger Report: In October, the Board approved a Short-Term Care Management Policy. This policy was not pre-approved by the State of Wisconsin Office for Resource Center Development (ORCD) and must be before it can be functional for the ADRC-NW. Parkkila is re-submitting the policy to ORCD for approval with minor changes. As soon as it is approved, it will be submitted to the Board for final approval. No Action Taken.

A new ADRC Specialist has been hired for the Vilas County Satellite Office and will start after the first of the year. Sue Richmond, who has been serving as the interim Director of the Commission on Aging in Vilas County, has now been appointed permanent Director.

The Board still needs a representative from the Sokaogon Chippewa Community. There have been recent changes to their Council, and contact with them concerning appointment of a representative to the ADRC-NW Board will be made after the first of the year.

Chair Teichmiller then thanked the Board Members for all their efforts during the past year. The Board has worked well together, accomplished a great deal, and made a difference to the populations we serve.

Future Agenda Items: Additional Signage, Signing of Board Member Job Description, Board Member Evaluations submission

Set Next Board Meeting Date & Place: The next meeting of the ADRC-NW Board of Directors will be Thursday, January 17, 2013 at 1:00 P.M. The Lac du Flambeau Band of Lake Superior Chippewa Indians has graciously offered to host the meeting and lunch at their location. Driving directions will be sent to Board Members with the Agenda for the January meeting.

Adjournment: With no further business, Bix moved to adjourn; Cushing seconded. All Ayes. The meeting was adjourned at 2:19 P.M.

Handouts: Minutes of the November 15, 2012 Board Meeting; Proposed Amendment to the ADRC-NW Bylaws; ADRC-NW Job Description; Revenue/Expenses Report through October 2012; Transactions for October 2012; 100% time Reporting Summary through October 2012; Line Item Transfers 2012; Carryover Funding Requests 2013; ADRC-NW Annual Board Evaluation – Parts I & II.