

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

Wednesday, November 30, 2011 - 2:00 P.M.

The Oneida County Department of Aging - 100 West Keenan Street, Rhinelander, Wisconsin

### **Members Present:**

Bix, Cushing, Hammer, Kortenhof, Krug, McGeshick, Millan, Peterson, Price, Queen, Teichmiller

### **Members Absent:**

Burtch, Gresser, Ritchie

### **Call To Order:**

Temporary Chair Teichmiller called the meeting to order at 2:00 P.M. Also present were: Dianne Jacobson, Oneida County Department on Aging Director; Lisa Charbarneau, Oneida County Human Resources Director; Mary Rideout, Oneida County Social Services Department Financial Services Manager; Margie Sorenson, Oneida County Finance Director, Chuck Sekel, Forest County Director of Social Services, and Debbie Daniels, Forest County Potawatomi Elderly Director. Andy Phillips of Phillips & Borowski and Sherry Schulke, State of Wisconsin Regional Quality Specialist, were in contact telephonically for part of the meeting.

### **Introductions:**

The various members of the Board introduced themselves. Non-Board Members in attendance were also asked to introduce themselves.

### **Approval of the Agenda:**

Cushing moved to approve the agenda as presented; Millan seconded. All Ayes. Motion Carried.

### **Approval of the Minutes of the November 3, 2011 Board Meeting:**

Cushing moved to approve the minutes of the November 3, 2011 Board Meeting as mailed; Millan seconded. All Ayes. Motion Carried.

### **ADRC Video:**

A video produced by the State of Wisconsin demonstrating the benefits of Aging & Disability Resource Centers was viewed by the Board.

**Review of the Status of Jurisdictional Members:** Andy Phillips of Phillips & Borowski, S.C. was working with a number of County and Tribal representatives at the same time this Board Meeting was taking place. At issue were jurisdictional liability and the sovereign nation status of the tribes. He called to inform the ADRC Board that an agreement was reached to have a Wisconsin Statute Chapter 46 Long-Term Care District replace the original 66.0301 Intergovernmental Cooperative Agreement that originally had been enacted by the jurisdictions. Establishment of a long-term care district will mean that liability will stop at the Long-Term Care District level and not filter through to any jurisdiction under the agreement. Phillips will develop a new resolution for each of the jurisdictions to pass, a new agreement outlining obligations among the various jurisdictions, and a new set of bylaws. He hopes to have the documents ready for the next meeting of the ADRC Board on December 15, 2011.

**Application for Funding – State Contract:** Sherry Schulke, State of Wisconsin Regional Quality Specialist, who was at the meeting with Andy Phillips and the County and Tribal representatives, stated her view that because the issue of liability and sovereign nation status has been resolved funds under the State contract can be released before all the jurisdictions actually pass the new resolution. Various revisions will need to be made to the original application to reflect this change as well as some other minor issues.

**Confirming of Citizen Members to the ADRC Board:** One of the originally proposed citizen members has a conflict of interest and is not eligible to serve on the Board. Mary Jane Gresser was proposed as a replacement. Brett Maki was then proposed to represent the physically disabled and fill the last remaining citizen position. Millan moved to accept the slate of citizen members as follows: Mary K. Bix, Ron J. Burtch, Charlotte A. Price and Nancy Kortenhof representing older adults; Ed Hammer and Mary Jane Gresser representing the developmentally disabled; Tammy Queen and Brett Maki representing the physically disabled. Cushing seconded the motion. All Ayes. Motion Carried.

**Election of ADRC Board Officers:** Krug nominated Erv Teichmiller for Chair of the ADRC Board; McGeshick seconded. All Ayes. Teichmiller was elected Chair. Queen nominated Paul Millan for Vice-Chair of the ADRC Board; Cushing seconded. All Ayes. Millan was elected Vice-Chair. Krug nominated Mary Bix for Secretary of the ADRC Board; Hammer seconded. All Ayes. Bix was elected Secretary. There is no provision for a Treasurer.

**Bylaws of the ADRC of the Northwoods:** Action on this item was deferred until the next meeting of the Board when Andy Phillips will have revised Bylaws ready for Board approval.

**Contract with Fiscal Agent:** This item was not available for action.

**Consider Options for Fiscal Agent and Employer of Record, Regional Manager Job Description, Options for Regional Manager Search, Review of Job Descriptions (ADRC Specialist, Disability Benefit Specialist):** Three options were presented for how Oneida County and the ADRC of the Northwoods will handle employment of personnel. #1 – The Regional Manager and the two Disability Benefit Specialists will be employees of the ADRC of the Northwoods Board; Oneida County Department of Social Services will serve as an IRS Fiscal Agent and will issue payments to the three employees; health and retirement benefits will be purchased through Oneida County for these employees. #2 – The Regional Manager and the two Disability Benefit Specialists will be independent contractors of the ADRC Board; the Regional Manager and the Disability Benefit Specialists will receive compensation equivalent to salary, benefits and retirement. #3 – The Regional Manager and the two Disability Benefit Specialists will be regular employees of Oneida County and entitled to all benefits thereof; the ADRC of the Northwoods will reimburse Oneida County for all employment expenses; all employees will report to a committee of the jurisdiction and be subject to Oneida County employment policies and procedures. Cushing moved to adopt Option #1; Bix seconded. All Ayes. Motion Carried.

The Regional Manager, ADRC Specialist, and Disability Benefit Specialist Job Descriptions were briefly reviewed, and some minor changes suggested. These items will be on the agenda for the next meeting.

Chair Teichmiller offered two options for hiring the Regional Manager. #1 - Interview the three qualified individuals we know from the ADRC Planning Group. #2 - Have a statewide search. Discussion unanimously supported option #2.

Cushing moved to follow the following procedure in hiring the Regional Manager: The Board will advertise within the geographical area of the ADRC of the Northwoods and on the various statewide professional job sites on the Internet. Chair Teichmiller will work with the Implementation Team to go through the applications and present the qualified ones to the Board for further review and interviews. Millan seconded the motion. All Ayes. Motion Carried.

**Suggested Agenda Items for Next Meeting:** Bylaws, contract with the State of Wisconsin, contract with the Fiscal Agent, establishment of Board Committees, job descriptions, update on job search.

**Set Date and Place for Next Meeting:** The next meeting of the ADRC of the Northwoods Board will be Thursday, December 15, 2011 at 2:00 P.M. It will be held at 100 West Keenan, Rhinelander.

**Adjournment:** Cushing moved to adjourn the meeting; Bix seconded the motion. All Ayes. The meeting was adjourned at 3:29 P.M.

**Handouts & Mailed Materials:** "Aging & Disability Resource Center (ADRC) of the Northwoods Historical Sketch"; Minutes of the November 3, 2011 meeting; proposed "Bylaws of the ADRC of the Northwoods"; "Intergovernmental Cooperative Agreement"; Regional Manager, ADRC Specialist, and Board Member job descriptions; organizational chart for the ADRC of the Northwoods; "ADRC of the Northwoods Board Roster"; "ADRC of the Northwoods Regional Staff Employment Options".