

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS –
BOARD OF DIRECTORS**
Eagle River Satellite Office – 521 East Wall Street, Eagle River, Wisconsin
Thursday, March 21, 2013 – 1:00 P.M.

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

Members Absent: Chapman, Christensen, Cushing, Millan

Call to Order: Chair Teichmiller called the meeting to order at 1:07 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. Sue Richmond, Eagle River Satellite Office Supervisor, was present for a portion of the meeting and introduced Laura Rozga, the new ADRC-NW Specialist in Eagle River, who was also present for a portion of the meeting.

Public Comment & Introductions: There were none.

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

Approval of the Minutes of the February 21, 2013 Board Meeting: Hammer moved to approve the minutes of the February 21, 2013 Board of Directors meeting; Krug seconded. All Ayes. Motion Carried.

Financial Statements – Final 2012 & January 2013: The Finance Committee previously reviewed and approved the January 2013 transactions in the amount of \$37,131.27. No Action Required. The Finance Committee also had reviewed the “Final” Revenue/Expense Report for 2012 and determined that it required at least one adjustment before it was actually the “Final” Report. No Action Taken. The Finance Committee also reviewed and forwarded the January 2013 Revenue/Expense Report to the Board for approval. Ritchie moved to accept January 2013 Revenue/Expense Report and place it on file subject to audit; Hammer seconded. All Ayes. Motion Carried. The January 100% Time Report was then reviewed. The total percentage must be above 32% in order for the 2013 ADRC-NW budget to be fully funded. As of January 31, 2013, the percentage is 36.68%. The Board requested that Parkkila report the state 100% Time Reporting average at the next meeting.

ADRC of the Northwoods Bylaws: After proper notice and review, Krug moved to approve the following changes to the ADRC-NW Bylaws:

- 1) Quorum: Remove “No per diem will be paid to a Board Member attending a meeting by remote communication.”
- 2) Temporary Committee Assignments: Add “If that Board Member is physically present at the Committee Meeting, that Board Member may be paid a per diem and mileage reimbursement for attendance at that Meeting in accordance with Board Policy regarding Compensation. If that Board Member is not physically present at the Committee Meeting, that Board Member may attend via electronic transmission, being voice or video. In that event, the Board Member may be paid a per diem for attendance at that meeting in accordance with Board Policy regarding Compensation. Mileage Reimbursement will be paid only if the Board Member must travel to a particular location in order to attend the Meeting via electronic transmission.”

Platner seconded. All Ayes. Motion Carried.

Board Evaluation: The Program Evaluation Committee reviewed the results of the recent Board Evaluation. It found that trust and respect were obvious strengths of the Board. More information is needed on the roles and responsibilities of the Board, as well as more information on the ADRC-NW and its various services. It was recommended that Bix develop an orientation manual that would be used for new members but also by current members to address the above issues. She will work with the Executive/Personnel Committee to work out exactly what should be in this manual. Board Members were encouraged to contact Bix to offer their suggestions on what information would be useful to them in this manual.

Buck Rhyme Training Goals – 04/02/13: What does the Board feel good about concerning the operations of the ADRC-NW and the Board? What does the Board feel needs improvement? How well have we worked together? Are we getting the information we need from our meetings? How and where should the Board be involved in advocating for the ADRC-NW? What have we accomplished, and what still needs to be accomplished? It was also felt that goals need to be developed and differentiated for the Regional Manager and the Board and that a strategic plan should be developed.

Information & Assistance Follow Up Policy & Procedure: This policy was unavailable for review. No Action Taken.

Long-Term Care Functional Screen Policy & Process: This policy was unavailable for review. No Action Taken.

WRS Update: The Social Security Administration had some minor changes they wanted in the Wisconsin Retirement System proposal. These changes were made, and the proposal was resubmitted.

ADRC of the Northwoods Fiscal Contract: The fiscal agent contract is the same as last year's contract except the term of contract has been updated. The maximum payment under the contract is \$57,000. The Finance Committee recommended approval. Krug moved to approve the proposed ADRC-NW Fiscal Contract with Oneida County; Queen seconded. All Ayes. Motion Carried.

May ADRC Conference: Members were encouraged to attend the ADRC Conference in Green Bay May 13-15, 2013. Several Members expressed interest in attending the entire conference, and several expressed interest in attending for one day only. The agenda will be available in early April, and Parkkila will forward the information to Board Members when she gets it.

Regional Manager Report: 1) Part of the carryover funds request the ADRC-NW made to the State of Wisconsin Office of Resource Center Development (ORCD) was for funding a full-time receptionist in the Crandon office and a part-time receptionist in the Medford office. ORCD will act on this portion of the request once the first quarter Time Reporting figures are submitted. 2) The telephone system upgrade is working well. However, there have been problems in the Medford office, but TDS and Frontier are working together and appear to have resolved the problem. 3) Parkkila is working on several quality issues before she orders the video conferencing equipment. The equipment to be located in Crandon and Rhinelander should cost around \$35,000. 4) A new ADRC Specialist must be hired in Lac du Flambeau. Parkkila will be meeting with the Lac du Flambeau Tribal Administrator to discuss plans to fill the position. Linda Helmick, the Health Administrator for the Forest County Potawatomi Community has been designated as the supervisor for the Elder Services Director Debbie Daniels. Parkkila and Wendell Holt from the Great Lakes Inter-Tribal Council will be meeting with Helmick to coordinate efforts. 5) The Social Work Supervisor from the Oneida County Social Services Department will be meeting with the ADRC-NW to review the functional screen policy and the procedures and documentation guidelines. 6) The Program Evaluation Committee continues to work with Parkkila on marketing plans. The focus is on the process and the message and how to evaluate results.

Future Agenda Items: Wisconsin Retirement System update; Information & Assistance Follow Up Policy & Procedure; Long-Term Care Functional Screen Policy & Process; ADRC Conference; marking program update

Set Next Board Meeting Date, Time & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Tuesday, April 2, 2013 for Board Training only. This will be followed by a regular Board Meeting on Thursday, April 18, 2013 at 1:00 P.M.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:35 P.M.

Handouts: Minutes of the February 21, 2013 Board of Directors meeting; “Final” Revenue/Expense Report for 2012; January 2013 Revenue/Expense Report; 100% Time Report; proposed 2013 Fiscal Agent Contract with Oneida County; proposed amendments to the ADRC-NW Bylaws.