

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

Thursday, April 18, 2013 – 1:00 P.M.

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

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

Members Absent: Chapman, Christiansen, Cushing, Queen

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:05 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 Financial Services Manager.

Public Comment & Introductions: Chair Teichmiller announced that Board Member Ardella Christiansen had resigned from the Board.

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

Approval of the Minutes of the March 21, 2013 and April 2, 2013 Board Meetings: Hammer moved to approve the minutes of the March 21, 2013 and April 2, 2013 Board Meetings; Millan seconded. All Ayes. Motion Carried.

Financial Statements – Final 2012 & February 2013: The Final 2012 Revenue/Expense Report shows that the ADRC-NW received a total of \$970,760 from State GPR funds and Federal drawdown funds. Of this, the ADRC-NW had a surplus of \$249,338; and the ADRC-NW has requested carryover of almost this entire amount. Krug moved to receive and place on file the final 2012 Revenue/Expense Report; Gresser seconded. All Ayes. Motion Carried.

The January 1, 2013 through February 28, 2013 Revenue/Expense Report was then reviewed. Everything appears to be on target for the year. Bix moved to receive and place on file the January/February Revenue/Expense Report; Millan seconded. All Ayes. Motion Carried.

Krug reported that the Finance Committee had previously reviewed and approved the February 2013 transactions in the amount of \$83,628.33.

Krug also reported that the January Time Report showed 36.68% and the February Time Report showed 39.80% for a total year-to-date figure of 37.31%. This is well above the 32% needed to fully fund the ADRC-NW budget for 2013.

Rideout reported that the annual audit of Oneida County, including its fiscal agency of the ADRC-NW, should be completed by June or July 2013. She also suggested that the carryover budget be kept separate from the regular 2013 budget in the monthly reports given to the Board.

2012-2013 Line Item Transfers: There was one line item transfer for 2012 and none yet proposed for 2013. Bix moved to transfer \$1,413.00 from the Oneida County Contracted line item to the Forest County Contracted line item to cover actual expenditures. Platner seconded. All Ayes. Motion Carried.

2012 Revenue Update: Rideout reported that the ADRC-NW's 34.32% time reporting in 2012 resulted in a Federal funds drawdown of \$333,190. Funds from the State of Wisconsin General Purpose Revenue (GPR) amounted to \$637,569. This resulted in \$970,759 being available for use by the ADRC-NW in 2012. Review only. No Action Taken.

WRS Update: The approval for the ADRC-NW to join the Wisconsin Retirement System (WRS) still awaits Social Security Administration approval. All questions and requests from them have been answered and met.

Program Evaluation Committee Appointment: Since the Program Evaluation Committee is short one member, a temporary appointment will be made to that committee to facilitate committee work. Ritchie moved to approve the temporary appointment of Bix to the Program Evaluation Committee; Hammer seconded. All Ayes. Motion Carried.

Appoint Platner to Finance Committee: Hammer moved to appoint Platner to the Finance Committee; Bix seconded. All Ayes. Motion Carried.

ADRC-NW Board Vacancies: Teichmiller reported that Ardella Christiansen has resigned from the Board. The Board would like to have a citizen member who is also a tribal member fill the last citizen vacancy. We also need to work to find a Sokaogon Chippewa Tribal Council Member on the Board.

ADRC Conference: Board Members wishing to attend the ADRC Conference in Green Bay were requested to submit their break-out session preferences to Parkkila who will see that registrations are properly made.

Regional Manager Report: 1) Three staff positions are now open, and work is proceeding to fill those positions. 2) There have been some problems with the phone system. Another piece of equipment has been added to provide music or announcements during wait time. 3) Several staff members from Oneida County Social Services and the ADRC-NW have met to help facilitate better coordination between the two departments. Additional meetings with other Social/Human Service departments are being arranged. 4) Half the I & A staff will do AIRS testing at the annual conference in May; the other half will do the testing later in the year. 5) Parkkila will be attending training for new ADRC directors in Madison. 6) The ADRC-NW staff also had training with Buck Rhyme to improve their work interaction and coordination. They will continue to have their regular meetings and will start each meeting with success stories from their various offices. 7) Parkkila then shared the new “Regional Manager Work Plan” and will report on her progress to the Board on a monthly basis.

Buck Rhyme Training Summary: Rhyme prepared a summary of the training goals of the recent Board Member training. This was reviewed by the Board. No Action Taken.

ADRC-NW Board of Directors Annual Calendar Draft: Parkkila presented an annual calendar of meetings, conferences, and other events for the Board. Because of its annual nature and the fluidity of events, Parkkila will revise this calendar as needed throughout the year. It will be posted on the Board section of the Web site when that is finished. No Action Required.

Follow-up Policy & Procedure: This item has not yet been approved by the Office of Resource Center Development (ORCD). Once that happens, it will be presented to the Board for approval. No Action Taken.

Functional Screen Quality Policy: This policy has now been approved by the Office of Resource Center Development. Hammer moved to approve the policy for ADRC-NW use; Bix seconded. All Ayes. Motion Carried.

Future Agenda Items: Wisconsin Retirement System, financial reports, conference reports, board vacancies.

Set Next Board Meeting Date & Place: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Thursday, May 23, 2013 at 1:00 P.M. It will be in Crandon, Wisconsin.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:08 P.M.

Handouts: March 21, 2013 and April 2, 2013 Board minutes; Final Revenue/Expense Report for 2012; January 1, 2013 – February 28, 2013 Revenue/Expense Report; 2012 & 2013 Federal and State GPR Revenue Report; “Next Steps on the Road to Board Excellence”; Board of Director Annual Calendar; Functional Screen Quality Policy; Regional Manager Work Plan.