

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

**Crandon Satellite Office – 300 South Lake Street, Crandon, WI 54520**

**Thursday, May 23, 2013 – 1:00 P.M.**

**Members Present:** Bix, Cushing, Gresser, Hammer, Kortenhof, Krug, Millan, Platner, Queen, Ritchie, Teichmiller

**Members Absent:** Chapman, Price (excused)

**Call to Order:** Chair Teichmiller called the meeting to order at 1:12 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.

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

**Approval of the Minutes of the April 18, 2013 Board Meeting:** Krug moved to approve the minutes of the April 18, 2013 ADRC-NW Board Meeting; Cushing seconded. All Ayes. Motion Carried.

**Finance Statements – March 2013:** After review, Cushing moved to accept and place on file the March 31, 2013 Revenue/Expense Report; Queen seconded. All Ayes. Motion Carried. The Committee then reviewed the 100% Time Report. The 2013 budget is set at 32% capture; and at the end of March, the ADRC-NW is capturing 36.54%. Next the Committee reviewed the 2012 and 2013 ADRC Federal & State GPR funding. This was for informational purposes only. The March 2013 transactions totaled \$48,707.01.

**EBS Wage Increase:** The ADRC-NW cannot fund a wage increase for the Forest County Elder Benefit Specialist at this time. This funding will not even be theoretically possible until all our contractual obligations with the Office of Resource Center Development (e.g., a receptionist presence in all county satellite offices) are met.

**Reception Position:** The Forest County Satellite Office is not co-located with their Commission on Aging. Thus there is no receptionist available. The Executive and Finance Committees recommended a 25-hour per week receptionist position to fulfill the terms of the ADRC-NW contract with the Office of Resource

Center Development. Bix moved to establish a receptionist position at the Forest County Satellite Office, to have the demands of the local office determine the schedule for that position, and to review the position in six months. Queen seconded. All Ayes. Motion Carried.

**WRS Update:** All the requirements were submitted to the Social Security Administration several months ago. There has been no response from that agency. A letter will be written to Governor Scott Walker with copies to both Wisconsin Senators, the U.S. Representative for this area, and Kitty Rhodes, Secretary, Wisconsin Department of Health Services.

**Report from ADRC Conference Attendees:** Bix, Platner, Ritchie, and Teichmiller from the Board of Directors attended the ADRC Conference in Green Bay. Also attending were Pam Parkkila and four staff members. All agreed that the conference was very worthwhile and that the ADRC-NW should have a presence at the next one.

**Follow-Up Policy:** The Office of Resource Center Development made some minor changes to our original policy. After reviewing the newly revised policy, Millan moved to approve the Follow-Up Policy with minor grammatical changes; Queen seconded. All Ayes. Motion Carried.

**Short-Term Service Coordination Policy:** After review, Cushing moved to approve the Short-Term Service Coordination Policy with minor grammatical changes; Bix seconded. All Ayes. Motion Carried.

**Regional Managers Report:** 1) Interviews have been completed in the Rhinelander office for the two ADRC Specialist positions; two offers of employment have been made. It is hoped both prospects will start working on June 10<sup>th</sup>. A former Specialist is filling in for the time being. 2) Interviews for the position in the Potawatomi office will be held the week of June 3<sup>rd</sup>. 3) Installation of the video conferencing equipment will start on May 31<sup>st</sup>. 4) Quality issues with the Frontier phone system have been drastically reduced. 5) Staff training is coming up soon for functional screen generation and time reporting. 6) Training with Buck Rhyme for the Regional Supervisors and Staff is also coming up in the very near future. 7) Parkkila is continuing work on policies, the marketing program, and the employee handbook. She will also be attending several meetings in the coming weeks. 8) Four ADRC Specialists took the Alliance for Information and Referral System (AIRS) test at the recent ADRC Conference. The results will be available in about a month.

**Future Agenda Items:** Presentation on the Functional Screen

**Set Next Board Meeting & Place:** The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Thursday, June 20, 2013 at 1:00 P.M. It will be held at the Rhinelander Satellite Office.

**Adjournment:** With no further business, Bix moved to adjourn; Queen seconded. All Ayes. The meeting was adjourned at 2:21 P.M.

**Handouts:** Minutes of the April 18, 2013 Board of Directors meeting; March 2013 Revenue/Expense Report; March 2013 100% Time Report; 2012 & 2013 ADRC Federal & State GPR Funding summary; March 2013 Transactions; Follow-Up Policy; Short-Term Service Coordination Policy.