

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

Thursday, September 19, 2013 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

Members Present: Bix, Cushing, Gresser, Hammer Korten Hof, Krug, Platner, Price, Queen, Ritchie, Teichmiller

Members Absent: Millan

Call Meeting to Order: Chair Teichmiller called the meeting to order at 1:00 P.M. Also present was Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW).

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

Approval of the Minutes of the August 15, 2013 Board of Directors Meeting: Queen moved to approve the minutes of the August 15, 2013 Board of Directors meeting; Gresser seconded. All Ayes. Motion Carried.

Consent Agenda: Financial Statements – July 2013 & Time Reporting Percentages – July 2013: Cushing moved to approve the consent agenda of the financial statements and the time reporting percentages for July 2013; Hammer seconded. All Ayes. Motion carried.

Education – Family Care Updates: Three of the four counties involved in the ADRC-NW are not interested in establishing Family Care at this time. Taylor County has not yet been contacted. The main reasons for this reluctance center on the following: 1) the need for the State to increase its capitated rate to meet the cost of providing services in rural areas; 2) the loss of revenue for counties in their long-term care and administration budgets; 3) the loss of local control related to provision of services; 4) the failure of the Northern Bridges Managed Care Organization and the fear of another such failure; 5) fear that the level of services for customers will lessen.

Board Member Stipends: When the ADRC-NW was first formed, it was decided to pay the meeting stipends and mileage for the Citizen Board Members only. The Jurisdictional Members' payments would come from the various jurisdictions. A change in this procedure was felt to be in the best interests of both the jurisdictions

and the ADRC-NW. With this in mind, Krug moved to have the ADRC-NW pay meeting stipends and mileage at the state rate to ALL ADRC-NW Board members and to raise the stipend to \$50/meeting as of January 1, 2014. Cushing seconded. All Ayes. Motion Carried. The bylaws will be updated to reflect this change.

ADRC-NW Board of Directors Recruitment Package: The Executive/Personnel Committee had previously recommended that the Board approve the Recruitment Package. Cushing moved to approve the ADRC-NW Board of Directors Recruitment Package as presented; Hammer seconded. All Ayes. Motion Carried.

Employee Grievance Policy & Procedure: The Board reviewed the proposed Employee Grievance Policy & Procedure: Terminations/Discipline & Workplace Safety and its attachments. This is an addition to current policies, not a replacement. The Executive/Personnel Committee had previously recommended approval of this item. Krug moved to approve the Employee Grievance Policy & Procedure: Terminations/Discipline & Workplace Safety with all attachments; Korten Hof seconded. All Ayes. Motion Carried.

Marketing Recommendation: A Request for Proposal was issued for a marketing consultant, and two firms responded. Both were interviewed by the Program Evaluation Committee which recommended Kinziegreen. Hammer moved to contract with Kinziegreen as the marketing consultant at a not-to-exceed cost of \$25,000. Price seconded. All Ayes. Motion Carried. Hammer moved to request \$45,000 in carryover funds from the Office of Resource Center Development to cover the cost of the Kinziegreen contract as well as additional anticipated costs such as printing, media ad time, newsletters, and the like. Cushing seconded. All Ayes. Motion Carried. Parkkila will develop a \$45,000 marketing budget to submit with the request for carryover funds from ORCD.

Regional Manager Report: 1) Parkkila reviewed a dashboard report on ADRC-NW completed calls, functional screens, follow-up contacts. It shows 7,669 total calls through August; 152 completed functional screens, and 602 follow-up contacts. 2) The first customer survey has been sent out, and the results are coming in. A report will be tabulated and presented to the Board at the strategic planning meeting. 3) Budget planning is in process for 2014. 4) Forest County approved hiring a 21-hour-per-week receptionist for their local ADRC-NW office. The position will include administrative assistant duties for the ADRC-NW. 5) Training is in place to prepare staff for implementation of the Affordable Care Act. 5) The Employee Handbook is in process and should be completed soon. 6) The

strategic planning meeting for the Board, staff and supervisors will be held October 7th in Minocqua. The marketing consultant will be invited to attend. 7) A supervisor has been appointed in Lac du Flambeau.

Future Agenda Items: Possible hiring of a part-time Disability Benefit Specialist to work primarily in Taylor County, resolutions for inclusion under the Income Continuation Insurance Plan and the Group Life Insurance Plan – Employee Trust Fund; Authorization for the Fiscal Agent to submit information to the Employee Trust Fund for the Group Health Underwriting Process, possible purchase of iPads for Board Members.

Confirm Next Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods Board of Directors will be Monday, October 7, 2013 at 9:00 A.M. It will be at The Pointe conference center in Minocqua. The regular monthly meeting of the Board will be Thursday, October 17, 2013 at 1:00 P.M. at the Forest County Potawatomi location.

Adjournment: with no further business, Bix moved to adjourn; Cushing seconded. All Ayes. Motion Carried. The meeting was adjourned at 2:13 P.M.

Handouts: Minutes of the August 15, 2013 Aging & Disability Resource Center Board of Directors meeting; ADRC Dashboard Report through August 2013; July 2013 Revenue/Expense Report; July 2013 Transactions; 2012/2013 ADRC Federal & State GPR Revenue Comparison; July 2013 Time Report; Family Care synopsis; Family Care Geographic Service Regions – August 2013; ADRC-NW Board of Directors Recruitment Package; Employee Grievance Policy; Terminations/Discipline and Workplace Safety with attachments.