

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
BOARD OF DIRECTORS
8201 Mish Ko Swen Drive, Crandon, Wisconsin
October 17, 2013 – 1:00 P.M.**

Members Present: Bix, Cushing, Gresser, Hammer, Kortenhof, Krug (1:18), Millan, Platner, Price, Queen, Ritchie, Teichmiller

Members Absent: None

Call to Order: Chair Teichmiller called the meeting to order at 1:10 P.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Financial Services Manager, and Potawatomi Tribal Chair Harold “Gus” Frank.

Public Comment & Introductions: Teichmiller expressed appreciation for the fine meeting location and the excellent lunch provided. Tribal Chair Frank then graciously welcomed the Board to the tribal lands and thanked the Board for all the work the ADRC-NW is providing his people.

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

Approval of the Minutes of the September 19, 2013 and October 7, 2013 Board of Directors Meetings: Ritchie moved to approve the minutes of the September 19, 2013 and October 7, 2013 Board of Directors meetings; Queen seconded. All Ayes. Motion Carried.

Consent Agenda: Financial Statements – August 2013 & Time Reporting Percentages – August 2013: Cushing moved to approve the items in the consent agenda as presented; Queen seconded. All Ayes. Motion Carried.

2014 Budget Process: The Executive/Personnel and Finance Committees are working on the 2014 Budget and should have it ready for action at the November 2013 Board of Directors meeting.

ADRC-NW Board of Directors Ritual: The Regional Manager and several members of the Board shared success stories regarding the ADRC-NW.

Board of Directors Stipend Bylaws Change: The following change in the ADRC-NW Bylaws was proposed: Section 3-G Compensation: “Board Members appointed by a Jurisdiction (County or Tribe), and Consumer and At-Large Board Members will be entitled to a per diem and reimbursement of expenses from the ADRC-NW consistent with Board Policy.” Before this bylaw change, Board Members from County and Tribal Jurisdictions were not entitled to per diems and reimbursement of expenses from the ADRC-NW. The Executive/Personnel and Finance Committees had previously recommended this change to the Board for approval. Hammer moved to approve the bylaw change and a change in per diem from \$40 to \$50 effective November 1, 2013. Millan seconded. All Ayes. Motion carried.

Tablets for the Board of Directors: The Executive/Personnel and Finance Committees had previously recommended this item to the Board for approval. After discussion, Bix moved to purchase fifteen tablets for use by the ADRC-NW Board of Directors; Cushing seconded. All Ayes. Motion Carried.

Part-Time Disability Benefit Specialist: The Medford Satellite Office is in need of a part-time Disability Benefit Specialist. The two Disability Benefit Specialists currently employed by the ADRC-NW have caseloads that exceed the state average by at least twelve each. This caseload is no longer sustainable. There are now forty active cases in Medford alone. Handling these cases from the Rhinelander office requires over three hours of driving time, leaving too little time to handle the caseload. The individual hired would be another employee of the ADRC-NW. Because of the part-time status, this employee would not receive health insurance through the ADRC-NW but would receive pro-rated benefits for retirement, life insurance, and income continuation insurance. The cost of this employee for twenty-four hours per week would be \$29,884. The Executive/Personnel and Finance Committees had previously recommended that the Board approve this item. Bix moved to proceed as soon as possible in hiring a 24 hour/week Disability Benefit Specialist at a cost of \$29,884 to work in the Medford area. Queen seconded. All Ayes. Motion Carried. Recruiting should start immediately so that the position can be filled as soon as possible.

Employee Salary Increase for 2014: The Executive/Personnel and Finance Committees will meet on Friday, November 1, 2013 to work this out and present a proposal at the next Board meeting.

Funding Request for Handicap Sidewalk Ramp – Eagle River ADRC-NW Office: The Eagle River Satellite Office has a handicap ramp that is not completely

covered. This creates a hazard when ice melts from the roof and then freezes on the ramp. The estimated cost of incorporating a roof to cover the ramp is \$12,000. The owner of the building will pay \$9,000 of this cost. As per a previous agreement with the Vilas County Commission on Aging, the Commission will pay 58% of the remaining \$3,000; and the ADRC-NW will pay 42%, or \$1,260. The Executive/Personnel and Finance Committees had previously recommended that the Board approve this item. Platner moved to pay \$1,260 toward the cost of constructing a roof over the ramp at the Eagle River Satellite Office. Hammer seconded. All Ayes. Motion Carried.

Employer Resolution to Pay Entire Premium for Basic Group Life Insurance through the Department of Employee Trust Funds: This resolution provides for the ADRC-NW to pay the entire premium for this insurance. Ritchie moved to approve the resolution to pay the entire premium for basic group life insurance through the Department of Employee Trust Funds; Hammer seconded. All Ayes. Motion Carried.

Regional Manager Report: 1) The Board reviewed the Dashboard Report. Through September, the ADRC-NW had 8,569 total calls, 169 functional screens, and 654 follow up contacts. Parkkila reported that the numbers for follow up contacts seem to be low. She will provide extra training for employees. 2) The ADRC-NW is eighth in the State of Wisconsin for call volume. 3) Parkkila has received the annual report for the Office on Resource Center Development (ORCD) and soon will begin working on that. 3) The Regional Supervisors met with Buck Rhyme and put together specific goals to implement the Board of Directors' objectives. A report on this will be given at the November meeting of the Board. 4) Parkkila will be meeting with Kinziegreen, the new marketing consultants, to begin setting up a marketing plan. 5) There will be a regional staff meeting in Medford with Don Everhard who will provide training on personal safety issues when making home visits. 6) Advocacy training is being provided to the staff by the Greater Wisconsin Agency on Aging Resources (GWAAR). 7) The staff continues to receive training on an ongoing basis. 8) ORCD has received a grant and has distributed six iPads, one to each of the Satellite Offices, to be used to communicate with customers who have hearing issues. 9) Parkkila and Teichmiller met with officials from Taylor County in an attempt to set up a contractual relationship with them. There was no agreement reached. Taylor County wants control over the job descriptions of ADRC-NW employees. They also want the ADRC-NW staff to do no functional screens. This is not acceptable to either the ADRC-NW or the State of Wisconsin. It is clear that the philosophies

of the two entities, Taylor County and the ADRC-NW, do not mesh. Teichmiller stated that “we agreed to disagree”. Things will be left as they are for now.

Future Agenda Items: 2014 Budget

Confirm Next Meeting Date & Time: The next meeting of the Aging & Disability Resource Center of the Northwoods will be Thursday, November 21, 2013 at 1:00 P.M. It will take place in Rhinelander, Wisconsin. Since the Executive/Personnel and Finance Committees will be meeting jointly on November 1, 2013, they will not be meeting on the 21st.

Adjournment: With no further business, Bix moved to adjourn; Hammer seconded. All Ayes. The meeting was adjourned at 2:01 P.M.

Handouts: Minutes from the September 19, 2013 Board of Directors meeting; Revenue-Expense Report for August 2013; August 2013 Transactions; August 2013 Time Report; 2012/2013 ADRC Federal & State GPR Revenue Comparison; Preliminary 2014 Budget with 2012 and 2013 Comparisons; proposed amendment to the ADRC-NW Bylaws; “Large Tablet Comparison”; “Estimated Cost of DBS for 2014”; Employer Resolution to Pay Entire Premium for Basic Group Life Insurance through the Department of Employee Trust Funds; August 2013 Dashboard.