

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

Friday, July 25, 2014 – 1:00 P.M.

100 West Keenan Street, Rhinelander, Wisconsin

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

Members Absent: Cushing (excused); Hammer, Kortenhof (excused), Peterson

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, Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; Dianne Jacobson, Oneida County Department on Aging Director; and Beth Hoerchler, Oneida County Social Services Supervisor.

Comments & Introductions: Introductions were made.

Approval of the Agenda: Krug moved to approve the agenda with sixteen items; Millan seconded. All Ayes. Motion Carried.

Approval of the Minutes of the June 27, 2014 Board of Directors Meeting: Queen moved to approve the minutes of the June 27, 2014 Board of Directors meeting; Price seconded. All Ayes. Motion Carried.

Consent Agenda – June 2014 Financial Statements & June 2014 Time Report: The Committee reviewed the Revenue/Expense Report for June 2014, the June 2014 Transaction Report, the 2013-2014 ADRC Federal & State GPR Revenue Report, and the June 2014 Time Report. Queen moved to approve Line Item Transfers as follows: Revenue \$74,900 from State Aid and \$5,000 from Internet to: Marketing & Outreach \$39,700; Miscellaneous Expense \$1,200; Training \$12,000; Equipment \$22,000; Professional Services \$5,000. Gresser seconded. All Ayes. Motion Carried. Millan then moved to approve the consent agenda as presented; Queen seconded. All Ayes. Motion Carried.

ADRC-NW Employee Health Reimbursement Accounts: Two of the ADRC-NW employees have Health Reimbursement Accounts (HRAs) set up through Oneida County. Now that the transition has been made to the Wisconsin Public Employers' Group Health Insurance Program with no deductibles and no co-

insurance, these accounts are no longer needed. Krug moved to follow the recommendations of both the Executive/Personnel Committee and the Finance Committee that the Board of Directors allow the two employees to file claims against their HRAs through September 30, 2014 and then pay out the remaining funds to the employees. Queen seconded. All Ayes. Motion Carried. One of the ADRC-NW employees in Medford has a non-funded HRA. Millan moved to pay that employee an amount equal to one-half the annual contribution to the HRA; Queen seconded. All Ayes. Motion Carried. (NOTE: All of these payouts are taxable events for the employees.)

Part-Time Employee Health Insurance Premiums: The Wisconsin Public Employers' Group Health Insurance Program requires that part-time employees who work more than 1200 hours per year be provided with pro-rated health insurance benefits if they so desire. Krug moved to change the ADRC-NW policy on health insurance and the Employee Handbook to provide optional pro-rated health insurance to employees who work more than 1200 hours per year. Price seconded. All Ayes. Motion Carried.

New Health Insurance Options – 2015: The Wisconsin Public Employers' Group Health Insurance Program will be providing an additional health insurance option for 2015. Parkkila will check with the covered employees to see if they would be interested in this option. However, since it would provide higher deductibles and higher co-insurance payments, it is probable that they will not be interested in the new option. No Action Taken. Employees of the ADRC-NW also receive vision care insurance. In the future, the ADRC-NW will stay on the Oneida County policy but will get separate billing. The employee pays 100% of the premium. No Action Taken.

Citizen Board Member Recommendations: The Executive/Personnel Committee reviewed the applications for the two remaining Board positions. They recommend Judith Troyk and Beverly Tuckwell; alternates were selected in the event either Troyk or Tuckwell couldn't accept the position. Millan moved to accept Troyk and Tuckwell as Board Members. Gresser seconded. All Ayes. Motion Carried.

Telephone Consultant Contract & ADRC-NW Telephone System: We are in the process of purchasing a new telephone system, terminating with Frontier, and going with Charter Communications. In order to provide the service we need, Charter will have to lay fiber to the Rhinelander building; this should take 30 days and cost \$1,000. Parkkila is working with the phone consultant, Andy Valentine,

and RMM to purchase the telephone equipment. The expectation is that this equipment will cost approximately \$50,000-60,000. During a conference call with state officials at which Teichmiller, Bix, Parkkila, and Valentine were present, the Office of Resource Center Development (ORCD) officials stated that they are not happy with our current system to the extent that they feel the ADRC-NW is not meeting contractual obligations in terms of having a dependable telephone system. They want the ADRC-NW to move to a new system, using money within our current budget. If it becomes necessary to use additional funds, ORCD will provide them. Almost every day we have more quality issues. We will be using the consultant beyond the original scope of his contract because of the complexity of the issues involved. Millan moved to have Parkkila determine our needs for equipment and consultant time and then have Teichmiller and Krug approve the purchases and contracts rather than waiting for Board approval and delaying action. Queen seconded. All Ayes. Motion Carried.

Regional Managers Report: 1) Maurine Strickland from ORCD was here this week and provided staff training. 2) Janet Zander of the Greater Wisconsin Agency on Aging Resources (G.W.A.A.R.) will provide advocacy training for Board Members and Staff on August 28th. Board Members will be eligible for mileage and per diems. 3) Last week was the deadline for RFPs for Family Care for the northeastern counties. They will have Family Care within the next twelve months. Rock County passed a resolution to have the State move them into the Family Care Program. Once that is done, only the ADRC-NW and Dane County will be without Family Care. It was felt that counties within the ADRC-NW should be setting up committees to discuss this issue and how to handle it. The committee structure could be used to keep the counties up-to-date on the advantages of going with Family Care. 4) G.W.A.A.R. will be having its semi-annual conference on September 11th and 12th; this will be preceded by a separate State conference on Care Transition on September 10th.

Community Feedback: The Board Members felt that there is more and more name recognition of ADRCs in general due to the state advertising campaign. These ads will continue through September 28th.

Future Agenda Items: Telephone system, 2015 Budget.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 2:25 P.M.

Handouts: Minutes of the June 27, 2014 Aging & Disability Resource Center of the Northwoods Board of Directors meeting; June 2014 Revenue/Expense Report; Revenue Changes 2014; June 2014 Transactions; 2013/2014 ADRC Federal & State GPR Revenue; June 2014 Time Report; Synopsis of Frontier/ADRC Network; Budgetary Cost Estimate – Replace of ADRC Telecommunications Solution.