

Minutes
Aging & Disability Resource Center of Central Wisconsin
October 13, 2011
Meeting Location: 607 N. Sales Street, Merrill WI

Members Present: Hilde Henkel, Jim Hampton, Pat McKinney-Rice, Jerry Burns, Bill Miller, Terri Sersch, Bruce Giese, Bob Weaver, Joanne Leonard, Dan Sullivan, Mike Feirer and Sharon Rybacki.

Excused Board Members: John Callahan, Julie Webb

Others Present: Linda Weitz, Steve Prell, Erin Zastrow, Gary LaVake, and Joanne Kolar.

1) Call to Order

The meeting was called to order by Chairperson Hilde Henkel at 9:00 a.m.

2) Public Comments: None

3) Approval of Minutes:

A motion was made by Joanne Leonard, seconded by Jerry Burns, to approve the minutes of the September 2011 meeting. Motion carried.

4) Executive Director's Report

Linda reported on the following items:

- a) We will be recruiting for Ken Crass' board position and will advertise as we do normally. Depending on the number of applicants we receive, Linda will bring them back to the committee for review and a selection will be made at that time.
- b) In the process of doing the food vendor contracts, Linda commented on how much she appreciated our partnership with Norwood Health Center, our food caterer in Wood County. They were willing to accept a zero percent increase for our 2012 contract and Linda was very complimentary of their services as well.
- c) Joanne Leonard commented on memory screening and that 50 percent of dementia patients are never diagnosed. Linda talked about the importance of partnering with our medical community and how can we help get people in for early diagnosis. She also stated that Sharon is working on an initiative to help train our Resource Specialists in this area. Joanne stated that the State of Wisconsin is forming a policy on this disease and she will be going to an upcoming discussion and will keep the committee informed as to how this would fit in with the ADRC.

5) Discussion/possible action – Request for Proposals for Employee Services

Linda updated and reviewed with the Committee the memo she received from the Marathon County Corporation Counsel, Scott Corbett, regarding the Gemini contract (memo in board packet). Scott had reviewed Linda's contract and stated that the language of the contract with Gemini was good, and made some suggestions for minor wording revision. However, he did issue a statement regarding the necessity of requiring an RFP for these services since the value of the contract (including wages, etc.) would be approximately \$58,000. Linda was asking the board for their direction on how to proceed with this process if we receive more than one RFP. Discussion was held on this and the board stressed the importance of clarifying what the expectations are and that all questions should go directly to Linda if they need more information. The board indicated that if more than one RFP is received, the

Administrative Staff should make a recommendation and bring it back to the board for their final decision. It is hoped that this could be finalized by January 1, 2012 but it will depend on how quickly the RFP gets reviewed and issued.

6) Discussion/possible action – Complaint and Grievance Policy

Linda reported and talked about Marathon County's policy that we would like to adapt for the ADRC-CW. The only revision she was proposing was that instead of going to the Marathon County Board, it should be reworded that it would come to the ADRC-CW Board (under Section V – Step 6 and Step 7). Discussion was held regarding the need for written documentation and a paper trail that people actually did sit down and discuss any complaint/grievance in Step 1. Linda stated she has emphasized to the staff that they will always have an opportunity for a process to review if they feel they have been treated unfairly and she will make a revision in the policy for the board to approve at the next meeting. Joanne asked that Linda put any changes in bold so that they know where the changes occurred.

7) Discussion/possible action – 2010 Audit

Steve Prell reported on the 2010 audit report which actually consists of two different parts – Internal Controls and Financial Statements. The Internal Controls is the area which states where we need to approve. Steve reported that some cash handling processes have been changed and there have also been a review of the levels of security within the Cayenta System. We are following Marathon County's processes and procedures; therefore, whatever they find in Marathon County, will also be found in our ADRC-CW Audit Report. Steve also noted that it shows it is taking longer for us to get reimbursement from our State and Federal grants. They are submitted in a timely fashion; however, reimbursement takes longer than in previous years. Steve also reported that copies of our audit report are electronically submitted and are also located on our website which means we are reducing the number of audit reports we need to print. Bill Miller, who is a former auditor, commented that after his review of the report, he feels our audit states we are "healthy" on a current basis.

8) Discussion/possible action – Budget Adjustments

Steve reported that most of the budget adjustments are related to the adjustments of our grant amounts that occur during each year. The one exception to this is on Page 2 (\$12,000.00) which is the vacation/sick time that former Lincoln/Langlade County employees brought with them to the ADRC-CW at the beginning of 2011. As of a few weeks ago, the balance was down to approximately \$2,000.00 (see the attached copy of the budget adjustments). Motion was made by Bill Miller, seconded by Pat McKinney, to approve the budget adjustments as reported. Motion carried.

9) Discussion/possible action – Monthly Fiscal Report

Steve reported that the Year to Date figures are for the end of August, 2011. The charges for the M & I Bank accounts that we need to keep open is very minimal. He also reported that any carryover funds from last year need to be spent before the regular funds.

10) Discussion/possible action – ADRC-CW Board Term Limits

Due to the importance of Agenda Item 11, this item will be put on next month's agenda

11) Discussion/possible action – Lease for Wausau Office with North Central Health Care

This item was moved up on the agenda as a more urgent issue:

Linda reviewed with the Board the letter received dated October 5, 2011, from Gary Bezucha, CEO of the North Central Health Care facilities, stating that our rent was being increased from the current \$101,000.00 per year to \$190,230.00 per year beginning January, 2012 (supporting information included in board packet). The new proposed rate for the Wausau office amounts to \$8.50 per sq. foot per year and we would be paying for approximately 22,380 sq. feet which contains unusable space.

Linda started this discussion with handing out a written cost explanation of the present Wausau Office floor plan showing the square footage and layout of the offices. To understand the history, she further explained that the former Marathon County Commission on Aging moved to the North Central Health Care Center complex approximately 10 years ago. The office space was previously an adult day services program and was not designed for actual office space; thereby creating extra square footage. The original rent was \$4.68 per square foot. Linda directed the board to the floor plan and explained that while there are some customer-service issues with the current space, they have made it work. In addition, some of the area we are paying for is used for “user groups” (Bridge clubs, line dancers, card players, etc.) due to the lack of a senior center in the Wausau area.

In referring to Linda’s written handout, she compares what we actually need for office space for our Wausau staff, and what we are actually paying for. We are paying rent in Wisconsin Rapids and Marshfield offices, but we do not pay rent in Antigo and Merrill. After averaging square footage comparisons, 8052 sq. feet would be comparable space for 22 staff members in Wausau, rather than the 23,000 we currently have.

Discussion included the following:

- a) We do not have a lease or anything in writing at the present time from North Central Health Care Facilities;
- b) Is the current space serving our needs?
- c) Do we need to explore other options?
- d) What do we do with current user groups?

After a lengthy discussion, a motion was made by Bill Miller, seconded by Bob Weaver, that Linda discuss with Gary Bezucha and his staff and/or board and report back to the board at the next meeting. Motion carried unanimously. Bill Miller, Joanne Leonard, and Jim Hampton offered to join a meeting with Gary Bezucha if necessary. It was emphasized that time is of the essence regarding this and that a special meeting may be called before the next regular board meeting.

After further discussion, a second motion was made by Mike Feirer, seconded by Jim Hampton, that we explore outside options other than North Central Health Care for Marathon County ADRC-CW facilities. Motion carried unanimously.

12) Future Agenda Items & Location:

ADRC-CW Board Rules and Term Limits (1st agenda item for November meeting)
Next meeting is in Wisconsin Rapids, at 9:00 a.m. on Thursday, November 10th.

13) Adjournment

Motion to adjourn was made by Bruce Giese, seconded by Bill Miller. Motion carried.
Meeting adjourned at 11:10 a.m.