

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
December 8, 2011

Board Members Present: Hilde Henkel, Mike Feirer, Jerry Burns, Julie Webb, John Callahan, Terri Sersch, Bob Weaver, Joanne Leonard, Pat McKinney-Rice, Bill Miller, Bruce Giese, Dan Sullivan

Excused Board Members: Jim Hampton, Sharon Rybacki

Others present: Linda Weitz, Tracey Baken, Steve Prell

1. Call to Order

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

2. Public Comments

There were no public comments.

3. Approval of Minutes

Motion by Joanne Leonard, second by Jerry Burns to approve the 11/10/11 meeting minutes. Motion carried unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- We were just notified that we will be receiving a \$5,000 change project grant that we will be able to use for outreach.
- We will be focusing on our physical space not only the Wausau office but in all offices. This is a critical element of good customer service and we will be looking closely at all of our five offices for improvements that can be made.

5. Discussion/possible action – Contract for Employee Services

At previous board meetings, the Board voted and gave Linda authority to proceed with finding an outside company to provide employment to casual employees. In doing so Linda was advised to complete the RFP process. Upon completion of the RFP, there was one responder, GeminiCares, Inc. Linda received a professional services agreement which includes the revisions suggested by Corporation Counsel Scott Corbett, a copy included in this month's board packet. Linda is looking for the Board to approve the agreement so she can transition current casual employees to GeminiCares, Inc. In

addition, once the agreement is signed, all new casual employees (with the exception of casuals for the transportation program) will be employed by GeminiCares, Inc.

Motion by Bob Weaver to affirm Linda going into a contract with GeminiCares, Inc. and give her authority to transition all casual employees, except transportation drivers.
Second by Terri Sersch. Motion carried unanimously.

6. Discussion/possible action – Audit timeline

Previously the Board directed the auditor to finalize the audit by June 30 so the board would be able to review it prior to approving the budget in September. Due to the complexities of the ADRC-CW and Marathon County audit completion, this timeline is difficult to meet. However, the auditors could have a rough draft audit by July 31 for the board to review at the August meeting, prior to approving the budget in September.

Question was asked if Marathon County Finance Department/Kristi Kordus are “ok” with this audit timeline. They have been informed and this timeline will work well for them.

Motion by Mike Feirer to approved the audit timeline, second by Bill Miller. Motion carried unanimously.

7. Monthly fiscal report

Steve reported that October expenses were higher than normal this month because of having three pay periods posted in October, along with two months of health insurance premiums. We also received the reimbursement for the New Freedom (Transportation) grant from the first quarter of 2011; however, it was not posted until November. The reporting was delayed for the ADRC grant and the State payment was included in our November reimbursement.

Steve also added the “Monthly” column as requested. Board is very appreciative of this.

8. Discussion/possible action – Approval to proceed with WI Institute for Healthy Aging research grant

The ADRC-CW was approached in collaborating with the Community Academic Aging Research Network to conduct a 2-year research project focusing on “Identifying Causes of Functional Limitations in Older Adults”. If funded, this project would reimburse the ADRC-CW for time and materials devoted to the project, for a total of up to \$74,000 for the two years of the project. The current ADRC-CW Community Health Educators will spend approximately 10% of their time for this project. No additional staff will be hired. Motion made by Joanne Leonard to proceed with this research grant. Second by Pat McKinney-Rice. Motion carried unanimously.

9. Discussion/possible action – Recommending Citizen board member

Linda is happy to announce that we have a recommendation for a citizen board member from the Lincoln County area. His name is Larry Lebal. He has been one of the ADRC-CW's home delivered meal driver volunteers for the past 9 years. He reports other community volunteer work he has done in the past and is ready for something new to occupy his time.

Both Bob Weaver and Bruce Giese responded that he is a very good choice and will be an asset to the ADRC-CW Board.

Motion by Joanne Leonard, second by Bruce Giese to recommend Larry to all county boards for appointment to the ADRC-CW Board. Motion carried unanimously.

10. Discussion/possible action – Intergovernmental Agreement revisions (1. Board composition and 2. Lease term)

As Linda reviewed the Intergovernmental Agreement in preparation for the Board's recommendation to eliminate term limits, she noticed two other areas for possible revisions. The section in the Intergovernmental Agreement addressing Board composition was prepared before the state gave different directions; therefore, the section on board composition needs to be changed. Also, upon review, the Intergovernmental Agreement limits the Board's ability to enter into a lease to a three year period. Included in the board packet was a document that Linda prepared outlining the suggested changes.

Discussion was held regarding the lease limitation. The Board has the authority to review and enter into leases, so saw no need to place a limit on them. The Board may decide another lease period would be more cost effective. Suggestion was made to strike the last sentence in the Intergovernmental Agreement that states: "Said leases or contracts shall not exceed three (3) years unless approved by the Governing Bodies of each Member County."

Bob Weaver made a motion to approve changes including striking the last sentence, second by Joanne Leonard. Motion carried unanimously.

Linda will bring the three recommended changes: eliminating term limits, updating the board composition, and striking the statement on limiting leases to each of the four county boards for approval.

11. Discussion/possible action – Staff survey for Ex. Director performance review

Linda explained that every year a survey is distributed to all staff, the ADRC-CW Board, and the Advisory committee regarding the Executive Director's performance over the past year. Discussion took place as to who could compile the results of the surveys for the Executive Committee, who prepares the review. Suggestion was made that maybe someone in the Marathon County ER department, since we pay for their services and they will be collecting the surveys. Another suggestion was made to have an intern compile the results. Julie Webb then suggested that she knows of someone in Langlade County

who could compile the results. Linda will follow up and get someone designated to compile the results. The Executive Committee will meet in January to review the results of the surveys, meet with Linda to review, and will present the final evaluation at the February board meeting.

Linda distributed the survey and a self-addressed, stamped envelope to board members. Those who complete the survey are to have it returned by December 29th.

12. Roll call vote to go into closed session pursuant to WI statutes Section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchase of properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss and possibly act on the following: Negotiating a lease for the Wausau office.

Bill Miller made motion to go into closed session pursuant to WI statutes Section 19.85 (1)(e) for the purpose of deliberating or negotiating the purchase of properties, the investing of public funds, or conduction other specified public business, whenever competitive or bargaining reasons require a closed session, to discuss and possibly act on the following: Negotiating a lease for the Wausau office. He also moved that Brad Karger, County Administrator, be able to join the meeting to present another option to the board but not to impede on the meeting and also to allow Steve Prell and Linda Weitz to stay for the closed session. Second by Jerry Burns. Motion carried unanimously.

Roll call vote-Hilde Henkel (yes), Mike Feirer (yes), Jerry Burns (yes), Julie Webb (yes), John Callahan (yes), Terrie Sersch (yes), Bob Weaver (yes), Joanne Leonard (yes), Pat McKinney-Rice (yes), Bill Mille (yes), Bruce Giese (yes), Dan Sullivan (yes)

13. Motion to return to open session and possible announcements on any action taken during closed session

The board voted to appoint a subcommittee of the board, consisting of Joanne Leonard, Bill Miller, Jim Hampton and Dan Sullivan, to review options regarding the Wausau lease and keep the board apprised.

14. Future Agenda Items and Location

Next meeting will be Thursday, January 12th in Wausau.

15. Adjournment

Motion by John Callahan, second by Dan Sullivan to adjourn. Motion carried unanimously.

Meeting adjourned at 11:15 a.m.