

Minutes
Aging & Disability Resource Center of Central Wisconsin
Wausau Office
March 10, 2011

Board Members Present: Joanne Leonard, Mike Feirer, Jerry Burns, Bill Miller, Julie Webb, Pat McKinney-Rice, Jim Hampton, Dan Sullivan, Jim Welch, Ken Crass, Sharon Rybacki, Terri Sersch, Hilde Henkel, Bruce Giese

Excused Board Members: Bob Weaver

Others present: Linda Weitz, Tracey Baken, Steve Prell, Jennifer Cummings, Jenny Pagel and Bill Kolar, ADRC-CW Advisory Committee

1. Call to Order

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

2. Public Comments

There were no public comments.

3. Approval of Minutes

Motion by Jerry Burns, second by Jim Hampton to approve the 2/10/11 meeting minutes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- There are open houses scheduled in Merrill on March 16th and in Antigo on March 23rd from 1-3 p.m. There will be direct invites, radio announcements and newspaper articles to promote the open houses.
- The ADRC-CW received an anonymous donation of \$4000 for the Home Delivered Meal Nutrition Program.
- We continue to work on developing printed Resource Directories for all five service areas.
- Jackie Bodette will be retiring as of March 18th. We will not be replacing her position. It will not affect the day to day operation of the Wood County transportation program.

Linda highlighted from the Director's Report Addendum that she prepared to summarize the budget repair bill and proposed budget.

Linda did want to commend the staff on their professionalism during these uncertain times. They are committed to serving our consumers. Linda went through each numbered item in the addendum summarizing the proposals impact on our consumers. Linda will keep the Board up-to-date as much as possible.

5. Advisory Committee Report

The Advisory Committee is working on how to best gather information from consumers. A software tool is being tested. Next meeting is scheduled for April 20th.

6. Discussion/possible action – Approval of National Family Caregiver Support Program-Self Assessment

Every year the Board will have the chance to review the National Family Caregiver Support Program-Self Assessment. Jennifer has completed it for this year and it was included in the Board packet. Board members reviewed and there was a motion by Mike Feirer, second by Ken Crass to approve the self-assessment. Motion carried unanimously.

7. Discussion/possible action – Bank Deposits

To date we have not heard anything further from Marathon County on this issue.

8. Monthly fiscal report

We are continuing to close out the books for 2010. We are sending in final reimbursement requests to most of our grants. Will be working with Wood County in the next couple weeks to complete 2010 adjustments for the transportation program. Most functions will come close to budgeted amounts. Nutrition will not have quite as much carryover going into 2011 as anticipated.

Will have unaudited 2010 statements ready for the April board meeting.

9. Discussion/possible action – Budget adjustments

The budget adjustment is to show that we used a small portion of our IIIB grant for caregiver services instead of administration as had been budgeted. Motion by Joanne, second by Bill Miller to approve budget adjustments. Motion passed unanimously.

10. Discussion/possible action – New ADRC-CW Citizen board member

Linda announced that this was Jim Welch's last board meeting as his term has expired. Board needs to replace him with another citizen member and it was recommended that John Callahan from Marshfield would be a good ear from that area. Linda handed out a profile on John. Jim Welch knows John and feels he would be a good candidate.

Motion by Bruce Giese to recommend him to all four county boards for appointment, second by Bill Miller. Motion passed unanimously.

If all four counties have not completed the appointment by the April 14th meeting, John will be asked to attend.

11. Discussion/possible action – Review of Board policy – Executive Director Performance Review

All Board policies are regularly reviewed. We will start with the Executive Directors Performance Review policy. A committee composed of Jim Hampton, Bill Miller and Joanne Leonard will review and bring recommendations back to the board.

12. Educational presentation – Functional Screen Basics – Jennifer Pagel & Sharon Rybacki

Jenny Pagel, Resource Specialist and Sharon Rybacki, Board Member and Advocate gave presentation on the Functional Screen Basics. Copies of the functional screen, which was developed by the State for long term care and is administered by certified screeners (ADRC-CW Resource Specialists) were handed out. This is the tool used to determine eligibility for long term care programs.

13. Roll call vote to go into closed session pursuant to WI Statues Section 19.85 (1) (f) to discuss and possibly act upon the following: unpaid medical leave request.

Motion by Bill Miller to go into closed session pursuant to WI Statues Section 19.85 (1) (f) to discuss and possibly act upon the following: unpaid medical leave request, second by Hilde Henkel. Motion passed unanimously.

Roll call vote-Hilde Henkel (yes), Joanne Leonard (yes), Mike Feirer (yes), Pat McKinney-Rice (yes), Jerrold Burns (yes), Julie Webb (yes), Ken Crass (yes), Terri Sersch (yes), Bruce Giese (yes), Bill Miller (yes), Sharon Rybacki (yes), Jim Welch (yes), Dan Sullivan (yes), James Hampton (yes).

14. The Board may reconvene into open session and announce any actions taken during the closed session portion of the meeting

Motion by Mike Feirer, second by Bruce Giese to return to open session. Motion passed unanimously.

Board agreed to extend unpaid medical leave for the person up to 90 days from 3/10/2011.

15. Future Agenda Items & Location

Next meeting is April 14th at 9:00 a.m. in Antigo

1. Update on the facility recommendations
2. Legislate update (April 6th meeting-Bill, Joanne, Pat)

16. Adjournment

Motion by Joanne Leonard, second by Pat McKinney-Rice to adjourn. Motion passed unanimously.

Meeting adjourned at 11:30 a.m.