

MINUTES

Aging & Disability Resource Center of Central Wisconsin
Merrill Location
May 12, 2011

Board Members Present: Ken Crass, Bob Weaver, Bill Miller, Bruce Giese, John Callahan, Terri Sersch, Dan Sullivan, Mike Feirer, Jerry Burns, Jim Hampton, Julie Webb, Pat McKinney-Rice, Sharon Rybacki

Excused board Members: Joanne Leonard, Hilde Henkel

Others Present: Linda Weitz, Joanne Kolar, Erin Zastrow, Doug Below, Steve Prell, Sharon Davisson and Margaret Robl, ADRC-CW Advisory Committee member

1. Call to Order

The meeting was called to order by Board Secretary/Treasurer, Bill Miller at 9:00 A.M.

2. Public Comments – None

3. Approval of Minutes – 4/14/11

Motion made by Jerry Burns, second by Ken Crass to approve the 4/14/11 meeting minutes. Motion passed unanimously.

4. Executive Director's Report

Linda highlighted a few items within the report

- The All Staff/Board Meeting date has been changed to **Tuesday, August 2** in Weston from 10:00 a.m. until 2:00 p.m. This is an opportunity for all the staff and board members to get together once a year for a meeting/celebration.
- The new Resource Directories are in – one for Wausau area/Marathon County, one for Wisconsin Rapids/South Wood County, one for Marshfield/North Wood and Western Marathon counties, and one for Lincoln/Langlade Counties combined. Copies were made available for each board member and local staff will distribute them throughout the communities.
- Transportation Services: Effective July 1, 2011, the State of Wisconsin is contracting with a private firm, LogistiCare Solutions LLC, who will be providing medical escort services to all the people of Wisconsin who are on Medical Assistance. Linda said that at this time, we have been informed that the drivers (recruited through LogistiCare) will be paid at the rate of \$.24 cent per mile vs. the \$.51/mile (IRS rate). The 85.21 grant that Wood County is currently operating is not included – nor are the VA recipients. She will keep the board posted on what happens next.

- Positive Story: Marshfield Fire Department, who is referring all individuals to the ADRC who are over 65 that have fallen in their homes, reported a decrease in these ambulance calls for the first time in five years.
- The Senior Farmers' Market Nutrition Program will be in operation in Langlade, Lincoln and Wood Counties during June, 2011. The purpose of the program is to distribute \$25.00 vouchers to persons 60 years and older who meet eligibility requirements to be used for fresh produce at local farm stands.
- Volunteer Recognition events are coming up and Linda encouraged the board members to attend if possible.
- Legislative Update: Linda informed the board that the ADRC's role in regards to the proposed budget changes is to advocate for our participants, but we need to maintain political neutrality. She also talked about the fact that we do have great partnerships with state agencies and the importance of working together.
- Wait List: Linda informed the board that the State gave us permission to proceed with merging our four individual county wait lists into one wait list for our region. We will now have the flexibility to utilize attrition accumulated within our region across county lines. The implementation will be effective 5/1/11. Linda feels that this will be a real advantage for the individuals on the wait list in our region and Sharon Davisson is working on how to put it all together. Much discussion was held as to how the combined wait list will work and Sharon noted that in reviewing the four wait lists prior to merging it, that with the exception of approximately seven individuals from the original wait list in Lincoln County, all individuals from the individual county wait lists had eligibility dates within two months of each other. She also stated she felt it would result in greater flexibility, allowing us to better serve individuals with emergency needs requiring prioritization throughout our region.
- Cell Phones: We are changing providers for our cell phone service and we have selected Verizon's plan. The cell phones are primarily for our Resource and Benefit Specialists and nutrition staff when they are required to do work outside of the office, either on home visits or at nutrition sites. Use is minimal throughout the agency, used for limited needed calls and emergency purposes. The new plan will save quite a bit of money over the current plan.

5. Discussion/Possible Action - Recruitment for Wood and Lincoln County Advisory Committee Members

Linda informed the board that we have two Advisory Committee members resigning – Jim Welch from Wood County and Marcy Dietrich from Lincoln County. Recruitment for these two members is underway and for Wood County, someone from the Marshfield area would be desirable and for Lincoln County, someone preferably from the Tomahawk area. The procedure will be that the ADRC-CW Board will recommend the appointments and the Lincoln and Wood County Boards will officially make the appointments.

6. Advisory Committee Report

Linda introduced one of Lincoln County's Advisory Board members, Margaret Robl, who was attending today's meeting. The committee has been meeting every other month in Wausau and their primary role is to be a voice of our consumers and receive consumer input. Gary LaVake is reviewing and testing a new web-based application tool which will enable advisory committee members to share information with each other. Their next meeting is scheduled for June 8th in Wausau.

7. Monthly Fiscal Report – Steve Prell

Steve explained that the expenditures are through March 2011 (see attached March 2011 Financial Report). He explained that we are pretty much on pace for this year and that most of our revenue sources are on a reimbursement basis; therefore, revenue will lag behind the expenses in most areas. The fund balance information is up to date with the ending balances from 2010 now reflected as the 2011 Beginning Fund Balance. Steve also reported that this will be the last reporting of the New Freedom grant since the Mobility Manager position will not be filled.

8. Discussion/Possible Action – 2011 Budget Adjustments

Steve went through the ADRC-CW-Change in Budget/Transfer of Funds Report (see attached for detail). Basically there are two different types of adjustments – fund balance from the previous year and new funding sources that we did not know about last year. A question was raised whether the MIPPA grant is a new funding source. Linda reported that we received authorization to receive these funds last year; however, didn't use them. They will be used in 2011. Linda also reported that according to ADRC-CW policy, she has the authority to approve grants under \$5,000.00, but the board must authorize any new grants above \$5,000. Following discussion, a motion was made by Pat McKinney-Rice, second by Jim Hampton to approve the budget adjustments. Motion passed unanimously.

9. Discussion/Possible Action – Board Policy Review – Executive Director Performance Evaluation

Bill Miller reported that Draft 2 for the Executive Director Performance Review Process was reviewed by himself, Joanne Leonard, and Jim Hampton. Bill explained that the surveys would go to each board member, each advisory committee member, and each ADRC-CW employee. This would give everyone an opportunity to evaluate the Director's performance. The completed surveys would be returned directly to the Employee Resources Dept. at the Marathon County Courthouse c/o member of the Executive Committee. There is a different survey for each group and titled as such so that the results can be tabulated by group. After some discussion was held regarding the wording under the Process: sub section (e), that language was changed to read "For an overall performance rating, the Executive Committee will consider...". Also under the Process: sub sections (c) and (e), the wording should be changed from the Advisory "Board" to the Advisory "Committee." A motion was made by Bob Weaver, second by Ken Crass, to accept as amended. Motion carried unanimously. Copies of the amended policy will be forwarded to each board member.

10. Discussion/Possible Action – Distribution and Review of 2010 Annual Report

Linda reported that according to ADRC-CW policy, the Annual Report is prepared in April of each year and distributed to the board members at the May meeting. This report should be a summary of accomplishments throughout the year, major changes, and goals for the future/upcoming year. Linda briefly highlighted the 7 Core Strategies and gave an example of a 2010 Accomplishment and a 2011 Goal for each one. In 2010, a large portion of time/effort was spent on the infrastructure – new IT provider/telephone system, creation of an Advisory Committee, establishing consistent policies and procedures, and preparing for the addition of Lincoln and Langlade Counties.

Linda apologized for not having the annual report ready to be sent ahead of the meeting in the board packet, but compiling the statistics in the month of April and completing the report by the first week of May is challenging. Discussion was held on possibly changing the board policy regarding the date of the annual report to allow the board members the chance to review it before the meeting. This will be discussed at more length at the June meeting. Motion to approve the 2010 Annual Report was made by Sharon Rybacki, second by Dan Sullivan and approved unanimously.

11. Future Agenda Items & Location

The next meeting will be June 9, 2011 at 9:00 a.m. in Wisconsin Rapids. Future agenda items will be a review of the Board Annual Report policy and election of officers.

12. Adjournment: Motion made by Mike Feirer, second by Jerry Burns to adjourn. Motion carried and the meeting adjourned at 10:45 a.m.